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THE PENSIONS EXPERTS

PODE Report Process

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<table>
<tr><th colspan="3">Down to you</th></tr>
<tr><td>1.</td><td>Gather Pension Information</td><td>Please supply details of all your pensions:
Provide any documents or details you hold – I will use those to prepare a Letter of Authority
Your solicitor will request Form P from the Scheme/Provider – if you don't have one, don't worry, I will ascertain the details I need
state pension projections from https://www.gov.uk/check-state-pension
Please refer to the Advice Now Booklet entitled "A survival guide to Pensions on Divorce" which provides some helpful tips on this</td></tr>
<tr><td>2.</td><td>Decide if a PODE is required</td><td>A PODE is required if any of the following apply:
The combined value of your pensions exceeds £100K
Either of you has a defined benefit pension
Either party's defined contribution benefits include guarantees
There is an age differential between you
Either of you has health issues likely to impact on longevity
Offsetting is being considered
There are numerous plans to consider
Please see my document entitled "When do you need a PODE?" which explains this in more detail.</td></tr>
<tr><td>3.</td><td>Instructing the PODE</td><td>This should be a joint instruction, by both parties I can provide a draft letter, which includes a request for the other personal details I need

Alternatively, I can accept instructions from your legal representatives. That should include the personal details I need.

I will request additional details regarding you and your intentions</td></tr>
<tr><td>4.</td><td>Letters of Authority</td><td>Please send me copies of all pension information ascertained. This can be uploaded securely using the link in my email signature.

Each Letter of Authority needs to be printed out completed, signed, scanned, and uploaded to me. This is because the schemes and providers require your original signature.

I will submit them to the scheme/provider requesting the details I need which are not already covered in the documents supplied.

The Letter of Authority allows me to deal directly with the scheme or provider, to obtain information.</td></tr>
</table>

Over to me		
5.	**Data Gathering**	This will be the longest stage in the process My extensive experience of obtaining information from schemes and providers has resulted in a long established process, which I know works. I will submit the Letter of Authority and initial request for information by email. I will ring to check they have received it and ask for an expected timescale to respond. I will advise all parties of this by email. On occasion, I may need to ask you to prepare another Letter of Authority and post it to me. This is when the scheme/provider insists on having your original signature by post, rather than accepting a scanned copy. You need to be aware that schemes are legally obliged to provide responses to requests for information from members (or their representatives) within three months of request. Unfortunately, frequently they see that as the deadline. I will follow up requests by phone/email every couple of weeks. This reflects the usual standard response time of five to ten business days. I will let you all know when I do this. Most schemes and providers insist on posting information, using business post services, which can take ten days to arrive. Often, they will send them to you. If they do, you will need to scan and upload them to me. When I receive information from the scheme or provider, I will send copies securely by email to all parties. Once I have sent you copies of the documents received, I will review that information. Again unfortunately, they will issue a standard document rather than specifically respond to my request. I will then let you know whether I have the information I need on that plan or need to request more. I will then request any missing details or clarification of any discrepancies. I will undertake everything by email so there is a record, and all parties are aware of the exchanges. If I call a scheme or provider to clarify a point, I will make a note and provide you with a detailed update. I may also need you to call or email schemes or providers to ascertain details. In that scenario, I will set out the questions clearly in layman’s terms, to make that as easy as possible for you. Eventually, I will have all the details I need regarding all of the individual plans. ***This stage can take months, depending on the schemes & providers***

Report Preparation Stage		
6.	Computations	Once I have all the information I need, I will start work on the computations. I will update you, as I progress with that stage. Once those are completed, I will update all parties indicating I am drafting the report. ***This should take five to ten days, depending on workload***
7.	Report	Having completed the underlying computations, I will start drafting the report. This may involve me undertaking additional supplementary calculations. I will keep all parties apprised of progress and expected issue date. ***This should take five to ten days, depending on workload***
8.	Issue	The report will be issued by email to all parties as a PDF document, using my secure data encrypted software. Any subsequent questions or requests for clarification will be answered without charge. Additional computations or more complex queries will be subject to additional fee. An estimate will be provided on request and work will not commence until a fee has been agreed. ***Queries and clarifications are included in the fixed fee***
9.	Fees	The fee invoices will be issued to each of you, directly and individually. You will each will be charged £1,020 including VAT i.e., 50% of the total fee. Payment is expected within 14 days of invoice by transfer to the account detailed on the bill. ***Payment is required within 14 days of invoice***