

### Guaranteed Transfer Values

Should you wish to transfer your benefits to an alternative arrangement, you must inform the Scottish Enterprise AskHR Team ([askhr@scotent.co.uk](mailto:askhr@scotent.co.uk)) that you wish to leave the Scheme. The AskHR Team will then provide Hymans with your details upon leaving the Scheme which will allow Hymans to calculate a transfer value statement for you that will be guaranteed for three months.

Please note your leave date must correspond with the end of a pay period as leavers are processed on a 4-weekly basis. Therefore you must give at least one month's notice of your opting out. The timescales for receiving your statement will vary depending on the date you notify the AskHR Team

For example, using the dates below:

If you email AskHR on or before 31.03.26 of your intention to leave the scheme, your leave date from the scheme would be 28.04.26 and your guaranteed quote would also be based on this date.

If you email AskHR after 31.03.26 but before 28.04.26 of your intention to leave the scheme, your leave date from the scheme would be 26.05.26 and your guaranteed quote would also be based on this date and so on.

We would recommend you speak to a financial adviser before transferring pensions benefits out of the Scheme. Please note the administrators cannot provide you with financial advice. You can visit <https://www.unbiased.co.uk/> to help you find a financial adviser in your local area. Advisers will usually charge a fee for their services.

Scottish Enterprise Payroll Information		
Payroll Cut Off	Credit to Bank Account	Salary Paid Up To
01.01.26	26.01.26	02.02.26
29.01.26	23.02.26	02.03.26
26.02.26	23.03.26	31.03.26
27.03.26	21.04.26	28.04.26
24.04.26	19.05.26	26.05.26
22.05.26	16.06.26	23.06.26
19.06.26	14.07.26	21.07.26
17.07.26	11.08.26	18.08.26
14.08.26	08.09.26	15.09.26
11.09.26	06.10.26	13.10.26
09.10.26	03.11.26	10.11.26
06.11.26	01.12.26	08.12.26

04.12.26	22.12.26	05.01.27
01.01.27	26.01.27	02.02.27
29.01.27	23.02.27	02.03.27