



Registered Scheme Administrator Limited | Vancouver House | 111 Hagley Road | Edgbaston | Birmingham B16 8LB  
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Scottish Widows  
15 Dalkeith Road  
Edinburgh  
EH16 5BU

25<sup>th</sup> October 2017

Dear Sirs

**Scheme Name:** A G Trading (Aylsham) Limited Pension Scheme  
**Your Reference:** 3437830  
**Member Name:** Miss Michelle J Holden

The above-named member wishes to transfer their pension held with you into the above named pension scheme that we administer.

Please find enclosed the completed Discharge Form and a copy of the schemes HMRC Registration Certificate. The PSTR number is 00834718RK.

The transfer value should be paid to the scheme bank account details provided below. I can confirm that we are happy to accept the transfer.

Metro Bank  
Account Number 23164906  
Sort Code 23-05-80  
Account Name A G Trading (Aylsham) Limited Pension

If you have any additional requirements please notify me as soon as possible in order to prevent any delays on the transfer, alternatively I look forward to receiving confirmation that the transfer has completed.

Yours sincerely



**Emma Dane**  
**Senior Administrator**

**Declaration of Claim Discharge**

Policy Number(s) : 3437830  
Policyholder's Name : Miss MJ Holden

**A. Transfer Instructions**

If you choose to transfer to another approved pension provider please complete Section F overleaf and ask the Trustees/Administrators of the receiving Scheme/Life Office to complete Section C below.

**B. Transfer Value Details**

Total amount of transfer value **£ 55,981.92**

The total amount of transfer value is not guaranteed. The actual transfer value paid will be calculated on the day after the final documents required for payments are received at Scottish Widows head office (please see policy provisions for further details). Remember that unit values can go down as well as up, so the final amount may be less than the amount quoted above.

**C. Receiving Scheme/Life Office Details**

Notes : a) if you would rather receive payment by cheque, please complete your company name and address in the fields below

To be completed by the ~~Trustees~~/Administrators of the Receiving Scheme/~~Life Office~~.

Name of Receiving Scheme/~~Life Office~~ **AG TRADING (AYLSHAM) LIMITED PENSION SCHEME**  
(The cheque will be made payable to this name)

Address of Receiving scheme **C/O REGISTERED SCHEME ADMINISTRATOR LIMITED**

**VANCOUVER HOUSE III HAGLEY ROAD, EDOBASTON** Post Code **B16 8LB**

**AG TRADING (AYLSHAM)**  
A/c Name **LIMITED PENSION** A/c Number **23164906** Sort Code **23-05-80**

Reference to be Quoted **MJ HOLDEN**  
(if blank National Insurance Number will be quoted)

The transfer value will be paid to:

A registered pension scheme as defined by Part 4 of the Finance Act 2004



Please Tick

If the transfer is going to a retirement benefits scheme or a statutory scheme, please state the normal retirement age for the scheme.

☐

**Please provide your Pension Scheme Tax Reference.**

**00834718RK**

We agree to accept the transfer as indicated above.

Signed  Date **25/10/2017**

Title/Designation **SENIOR ADMINISTRATOR & SIGNATORY**

(for the ~~Trustees~~/Administrators of the Receiving Scheme/~~Life Office~~)

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**D. Notes**

- You may lose any protected tax free cash on transfer.
- If the scheme has applied to HMRC for a protected retirement age, this may be lost on transfer.
- If you have applied to HMRC for Enhanced Protection this may be lost on transfer.
- If you have applied to HMRC for a protected retirement age, this may be lost on transfer.

Should you have any queries relating to the above please seek financial advice.

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**E. Documentation** (For Occupational Pensions only)

The following documents are required to calculate the Maximum Tax-Free Cash Sum (where applicable); the following details will be required:

- Final remuneration at 5<sup>th</sup> April 2006 or the date of leaving service if earlier
- Date of entry to company service, and where appropriate, the date of leaving.
- Full details of any concurrent benefits at 5<sup>th</sup> April 2006 or date of leaving service if earlier.
- If the Member's P60 earnings exceeded £50,000 in the tax year 2004/2005, full details of any retained benefits at 5<sup>th</sup> April 2006, or date of leaving service, if earlier (please note that retained benefits may not be required in all circumstances. Please speak to your financial adviser).

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**F. Signature**

**Complete this section in all cases.**

I authorise the transfer to the Scheme/Life Office as detailed overleaf.

This authority will act as my discharge to you in respect of all sums due to me under the plan as soon as the cheque is paid to the receiving Scheme/Life Office. I accept that the plan cannot be reinstated after the cheque is paid to the receiving Scheme/Life Office.

Signed ..... Date 11/8/17  
(Policyholder's signature)

Signed ..... Date .....  
Trustees' signature (only for Occupational Schemes)



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Pension Practitioner.Com Limited  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

HM Revenue & Customs  
Pension Schemes Services  
FitzRoy House  
Castle Meadow Road  
NOTTINGHAM  
NG2 1BD



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### Notification of registration for tax relief and exemptions

We have registered A G Trading (Aylsham) Limited Pension Scheme on 04 03 2017. Tax relief and exemptions are due from this date.

This notification tells you that HM Revenue and Customs (HMRC) acknowledge your declaration of liability and registration of the above pension scheme for tax purposes only. It has no legal significance beyond advising you of that.

Your Pension Scheme Tax Reference (PSTR) is 00834718RK. You should use this when you want to view the scheme details online and in all future communications with us.

### Your pension scheme

On your application for registration you have indicated that the scheme is an occupational and investment-regulated pension scheme. If the scheme ceases to be investment-regulated and/or changes its pension scheme structure, then you must tell us about the change on an event report. If there are any other changes, to any factor regarding a declaration or confirmation you gave when applying to register the scheme, please tell us as soon as possible.

An occupational pension scheme is defined in Section 150(5) of the Finance Act 2004 as 'a pension scheme established by an employer or employers and having or capable of having effect so as to provide benefits to or in respect of any or all of the employees of:

- that employer or those employers
- any other employer

whether or not it also has or is capable of having effect so as to provide benefits to or in respect of other persons'.

As you have indicated that this is an occupational pension scheme, we expect a genuine employer to have established the scheme. If this is not the case, we may deregister the scheme.

### Your responsibilities as the scheme administrator

As part of the registration process you declared that as the scheme administrator you are a fit and proper person to carry out the role and you will comply with Section 270(3) of the Finance Act 2004. This means that you:

- understand that you will be responsible for carrying out the functions conferred or imposed on the scheme administrator by and under this section
- intend to carry out those functions at all times, whether resident in the UK or another state which is a European Union member state or a non-member European Economic Area state

If you do not comply with Section 270(3), or it appears to HMRC that you are not a fit and proper person, we may deregister the pension scheme.