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Follow Up

1 message

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19 February 2021 at 13:01

To: Mark Church <mark.j.church@gmail.com>, Mark Doherty <Mark@alexanderchapel.co.uk>, Paul Hyland <paulh@expertrecruitment.com.au>, Stuart Travis <stuart@alexanderchapel.co.uk>, Emily McAlister <emily@retirement.capital>

Hi Everyone,

I have now spoken with everyone in connection with the pension fund and Stuart has now received the bank statements from HSBC.

We need to now board you as clients and also I set out below what we will do for the pension fund over the next few weeks.

All documents we produce are electronic via docusign, which has recognised UK and EEA legal standing. You will each have a login for your account from which you will be able access your documents, paperwork etc.

The first step is to complete identity verification and Emily will need a photo from your mobile phone of your passport or driver's licence, plus a utility or statement showing your address. We can then use this information to create the accounts. You can message this from a smart phone or tablet to emily@retirement.capital

Engagement - once we have the ID we will prepare the engagement letter and appointments for online signing, which we will also file to the Regulator and HMRC.

HSBC statements - one of the administrators here will have the lucky job of creating an excel spreadsheet to input all the account transactions from the banking and this will be shared amongst the group. We will need help from you on giving a description of the transactions.

I would estimate that we will be able to produce a statement of affairs by mid march and we can then set out each of your options in respect of your funds in the scheme. We will complete the fund split impartially and will ensure that every i is dotted once everything is up to date.

In respect of banking we have a facility with AIB and Barclays and will engage with them to get banking in place, with each of you having online access. No withdrawals are permitted without your consent.

If you could each text your ID to Emily, with a note of your national insurance number (we don't need this number for you Paul) and we can get started with the documents.

Many thanks and have a good weekend.

Gavin

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3/11/2021

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