



Miss C Hamlett-Ledger
Chestnut Cottage
27A The Green
Long Whatton
LOUGHBOROUGH
Leicestershire
LE12 5DA

Administration Centre
PO Box 9034
Chelmsford
CM99 2XA

T. 0800 027 1031
W. sjp.co.uk

30 January 2024

Dear Miss Hamlett-Ledger

Retirement Account RA24186587

Further to our letter dated 19 January 2024.

We do not have all the information needed to allow us to process your request.

As a pension provider we have a duty to look for signs of a pension scam when any transfer is requested.

Falling foul of a scam could mean you lose some or all of your pension savings. Please see

www.pension-scams.com or www.fca.org.uk/scamsmart for more information.

So that we can help prevent you from becoming the victim of a pension scam, we need you to provide further information, detailed below. Although you may ask your financial adviser to help you, it is important you check any information provided to you to ensure it is accurate and that you complete and send us this information yourself.

As you are transferring to an Occupational scheme linked to an employer, we need to confirm details of the employment link. To do this, please provide the following evidence:

1. A letter from your employer confirming:
 - a. The employer is a sponsoring employer of the receiving scheme; and
 - b. you are employed by them; and
 - c. the date from which you have been employed; and
 - d. a schedule of the contributions due to be paid to the scheme during your employment, together with confirmation of the dates on which those contributions were due to be paid, including details of any variations if contributions were not paid when due.

To help us improve our level of service, telephone calls handled by our Administration Centre may be recorded to help identify training issues and needs. St James's Place UK plc (SJFUK) and St James's Place Investment Administration Limited (SJPIA) are members of the St James's Place Wealth Management Group. SJFUK is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. SJPIA is authorised and regulated by the Financial Conduct Authority. SJFUK and SJPIA Registered Office: St James's Place House, 1 Tetbury Road, Cirencester, Gloucestershire, GL17 1TF, United Kingdom. Registered in England with number 2658062 for SJFUK and 00704281 for SJPIA.



2. Payslips, or other written evidence, showing the salary paid to you by your employer for the relevant employment period, or the last 3 months. These must be the most recent and for the continuous 3 months or employment period.
3. Copies of bank or building society statements showing the salary payments for the relevant employment period, or the last 3 months. These must be the most recent and for the continuous 3 months or employment period.

If you are not able to demonstrate sufficient evidence of an employment link, we may not be able to proceed with the transfer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jared Whitehouse'.

Jared Whitehouse
Client Services Director