Transfer out Section

Brooklands Pensions

41 Lothbury

London

EC2R 7HG

By First Class Recorded Delivery

04 December 2015

Dear Sirs,

**Member: Mr. Charles Michael Overend**

**Date of Birth: 18 March 1963**

**National Insurance Number: NA362690A**

**Brooklands SIPP Reference: SIPP 001240 C. Overend**

Please accept this letter as a request for the partial transfer of the above policy to CMO Pension Scheme and a confirmation that CMO Pension Scheme is able to accept the transfer including any Protected Rights.

I also enclose the following items which also meet the current industry initiative on external pension transfers to authorised registered schemes.

1. Letter from HMRC confirming that this scheme has been registered under the new registration process and has met the declarations required for pension registration. You will note from their letter that we undertook “that we do not entitle either directly or indirectly to any unauthorised payments from the plan. Further, that the plan is not being administered in a way that knowingly entitles any person to unauthorised benefits”.

2. The HMRC 12 point questionnaire requesting information to satisfy Pensions Liberation concerns and our reply letter

3. Please find enclosed your Discharge Forms duly completed and signed.

4. The scheme’s Trust Deed and Rules.

We confirm that we are a co-signatory to above account and the Trustees are unable to move any funds without our authority. This therefore protects the fund completely against any risks of pension liberation

The transfer payments should be made by BACS to the following account:-

**Name of Bank: Metro Bank**

**Account Name: CMO Pension Scheme**

**Account Number: 15577045**

**Sort Code: 23-05-80**

**Reference: CMO – C.M. Overend**

Please note that this scheme and has been tax registered on 15 October 2014 and that the application for submission for the tax registration was applied for post 21 October 2013.

The registration has therefore been confirmed by HMRC under their new pensions liberation check basis and HMRC have already carried out all of their required checks under their new registration system. It will therefore not be necessary for the ceding scheme to reconfirm the current status of the scheme with HMRC before completing the transfer.

If you require any further documentation to be completed in order that the transfer can be concluded, please advise me accordingly. Please acknowledge safe receipt and that the documentation is all in order.

Thank you for your assistance in this matter.

Yours faithfully

Emily McAlister

**For Pension Practitioner. Com**

Enc.