Simon Holloman   
GIST Limited Pension Scheme  
BOC Pension Services  
The Priestly Centre  
10 Priestley Road  
The Surrey Research Park   
Guildford  
Surrey GU2 7XY

**By First Class Recorded Delivery**

02 February 2015

Dear Simon,

**Name: Mr Philip Andrew Clayton  
National Insurance Number: NE326998C  
Date of Birth: 20 August 1964  
Policy Number: Gist Limited Pension Scheme**  
  
Please find enclosed an application to transfer benefits to a registered pension scheme for our mutual customer.  
  
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. Signed Trust Deed and Scheme Rules
3. Discharge and warranty forms.

These items fulfil the most current codes of practice also recommended by the Pensions Regulator and as such would you please settle this transfer payment.

The transfer payment should be made by **BACS** to the following account details:-

**Name of Bank: Bank of Scotland  
Account Name: Calibre Homes (SW) Limited SSAS  
Account Number: 10081161  
Sort Code: 12-20-26  
Reference: Gist Limited Pension Scheme**

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.

If you require any further documentation to be completed in order that the transfer can be concluded, please advise me accordingly.

Thank you in advance of your assistance

Yours faithfully

Emily McAlister  
**For PensionPractitioner .Com**

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