Transfers out Team  
Curtis Banks Ltd  
Suite 3 West Port House

144 West Marketgait

Dundee

DD1 1NJ

Date: 11/10/2021

Dear Sirs,

**Member Name: Anthony Arthur James Bannard Smith   
DOB: 20/10/1961**

**NIN: WM496863A**

**Policy/reference number: P301682**

Thank you for your letter dated 21 September 2021 regarding the transfer of the above member’s policy into Cannes 2003 ORBS.

Please find enclosed the following documents as per your request:

* letter from HMRC confirming tax registration of Cannes 2003 ORBS including the date the scheme became registered and the PSTR number
* A screen print from HMRC website
* The sponsoring employer is ELEVATION WEALTH MANAGEMENT LIMITED of Elevation House Unit 1 Marlin Office Village, Chester Road, Castle Vale, Birmingham, B35 7AZ
* Mr Smith has been employed by this company since 2012.
* Evidence that the scheme has been registered with the Pension Regulator.
* ELEVATION WEALTH MANAGEMENT LIMITED is the only employer of the scheme.
* There is no arranged choice of investment providers. The receiving scheme is a SSAS and investment decisions are made by scheme’s member trustees, who in this instance specialise in financial planning. The receiving scheme holds a portfolio with Transact and this is where Mr Smith would like the transferred funds to be invested.
* Copy of the Trust Deed and Rules governing the scheme and any amendment deeds
* Trustees resolution instructing opening and management of a scheme account with AIB and also covering who may authorise any transactions from the account.
* Most recent certified AIB account statement

If you require any additional information before the transfer can be concluded, please advise me accordingly. This can be posted or emailed to info@rcadministration.com.

Thank you in advance for your assistance.

Yours faithfully

Georgina Martin

**For and on behalf of   
RC Administration Limited**  
info@rcadministration.com

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