

Director **David Nicklin** Cert PFS Cert CII (MP) Company Number: **12409200** 

Vanguard PO Box 24095 1 Tanfield Edinburgh EH3 1FS

17th May 2023

Client name: **Edward Brunt** Pension Company Policy/Plan Number: **VG0407710** 

To Whom it may concern,

Please find enclosed a completed application from Edward Brunt to transfer his pension out, together with the following documents:

- 1. Pension Transfer Out Form
- 2. Trust Deed
- 3. Scheme Rules
- 4. HMRC Screen shot
- 5. HMRC Tax Registration Letter
- 6. Metro SSAS Bank Account Details
- 7. Metro SSAS Bank Statement
- 8. Authority Letter
- 9. Company contributions schedule letter
- 10. Company Employment Letter
- 11. Payslips (Mar, Apr & May 2023)
- 12. Personal Bank Statements (3 months)

I would be most grateful if you may process Edward Brunt's request at your earliest convenience. Should you require any further information, please do not hesitate to contact us.

**Yours Sincerely** 

Lisa Welton Scheme Administrator

SSAS Pension Scheme Administrator Address: 1A Park Lane, Poynton Cheshire, SK12 1RD

Certificate Member of the Chartered Insurance Institute Life and Pensions Faculty Email: info@rcadministration.com Telephone: 0330 311 0839