

Geoffrey Jones
Marchants Barn
Marchants Close
Hurstpierpoint
Hassocks
West Sussex
BN6 9UZ

Clare Neville-Dove
American Express UK Pension Plan
Administered by Conduent HR Services (Bristol)
PO Box 319
Mitcheldean
Gloucestershire
GL14 9BF

25th July 2019

Dear Clare,

Elljess Investments Ltd Executive Pension Scheme
Mrs Lisa J Jones
Date of Birth: 16 October 1962
National Insurance Number: NA373920B
Your Ref: Amex / 55802
Case ID: 1278037

I am writing to confirm that I have been appointed as scheme administrator to Elljess Investments Ltd Executive Pension Scheme. The previous administrators Workplace Pension Trustees have been removed.

The existing trustee of Elljess Investments Ltd Executive Pension Scheme, Lisa Jones, wishes to transfer her existing policy with you as detailed above into Elljess Investments Ltd Executive Pension Scheme.

Lisa Jones has received professional advice specifically relating to the American Express UK Pension Plan which has been sent to you previously.

Please find enclosed with this letter:

1. A copy of the signed administration agreement.
2. HMRC online screen shots x 3 showing the current scheme details with the PSTR number, detailing the scheme as 'Open' and the administrator id A0150299, Geoffrey Owen Jones as the administrator.

Please may you arrange for Lisa's transfer to be processed as quickly as possible please to:

Bank Account: Elljess Investments Ltd Executive Pension Scheme
Sort Code: 23-83-96
Account Number: 04919088

I would be very grateful if you may acknowledge receipt of this letter and confirm as soon as possible when the transfer of Lisa's benefits will be completed.

Should you have any queries, please do not hesitate to contact me, and I look forward to hearing from you.

Yours Sincerely

Geoffrey Jones

Mr. Geoffrey Jones
Scheme Administrator

Date: 03/06/2019

RESOLUTION for the Trustees of the Elljess Investments Ltd Executive Pension Scheme

Whereby it is required for the Trustees of Elljess Investments Ltd Executive Pension Scheme

(the “**Scheme**”) to appoint a Registered Administrator, it is resolved that:

- 1) The Trustees appoint Mr Geoffrey Owen Jones of Marchants Barn, Marchants Close, Hurstpierpoint, Hassocks, West Sussex BN6 9UZ , as a Member Trustee of the Scheme, to act as the Registered Administrator for the Scheme.
- 2) Mr Geoffrey Owen Jones is satisfied, and is authorised to declare, that:
 - The Scheme meets all the criteria to be registered as a pension scheme under Finance Act 2004 and in particular, is established for the purpose of providing benefits in respect of persons listed at section 150 Finance Act 2004
 - To the best of their knowledge and belief, the information given in this application to register the pension scheme for the purposes of tax relief is correct and complete and they understand that they are responsible for providing any further information and declarations reasonably required by HMRC in order to consider the application.
 - The instruments or agreements by which this pension scheme is constituted do not directly or indirectly entitle any person to unauthorised payments. In addition, the way in which the pension scheme is to be administered will not knowingly entitle any person to unauthorised payments.
 - There are no reasonable grounds for which they would not be deemed a fit and proper person to act as the Registered Administrator for the Scheme.
 - They understand that as Scheme Administrator they are responsible for discharging the functions conferred or imposed on the Scheme Administrator of the pension scheme by Finance Act 2004, and that they intend to discharge those functions at all times, whether resident in the United Kingdom or another EU member state or non-member EEA state. They understand that they may be liable to a penalty and the pension scheme may be de-registered if they fail properly to discharge those functions. They understand that they may be liable to a penalty and the pension scheme may be de-registered if a false statement is made on this application, or in any information they provide in connection with this application, and that false statements may also lead to prosecution.

- 3) The Trustee is further authorised to make such necessary declarations and provide ongoing reporting requirements in order to maintain the tax integrity of the Scheme.
- 4) Electronic signatures adopted in accordance with Electronic Signatures Regulation 2002 (SI 2002 No. 318), whether digital or encrypted, by any and all the parties included in this document are intended to authenticate this document and shall have the same force and effect as manual signatures.
- 5) Delivery of a copy of this document contemplated hereby bearing an original or electronic signature by electronic mail in portable document format (.pdf) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

Signed: Mr Geoffrey Owen Jones

Signature :  737612FD0E634A2...



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User Name: (A0150299)
PSTR 00822333RA

Pension Schemes - Scheme Administrator Management



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Scheme Administrator Overview

This page shows a summary of the Scheme Administrator and their association with Elljess Investments Ltd Executive Pension Scheme.

Certain ceased scheme administrator details will have been deleted from the system and therefore no longer available to view on this record.

Scheme			
Administrator ID	Name	Status	
 			
A0150299	Jones, Geoffrey Owen	Administrator	cease

[Associate another Scheme Administrator >](#)

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Current scheme details

Pension Scheme Name	Elljess Investments Ltd Executive Pension Scheme
Deferred annuity contract / Retirement annuity contract made after 5 April 2006	No
Date scheme registered	24 Jun 2015
Name of Scheme Administrator who submitted the application for registration	Mr Geoffrey Owen Jones
Scheme status	Open
Sub-scheme	No
Pension scheme structure	Single
The scheme is an investment regulated pension scheme ?	Yes
Band of number of scheme members	2-11
Registered for Relief at source	No
Occupational pension scheme ?	Yes
Country or Territory scheme established	United Kingdom



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User Name: (A0150299)
PSTR 00822333RA

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Pension Scheme Summary

Pension Scheme Name	Elljess Investments Ltd Executive Pension Scheme
Pension Scheme Tax Reference (PSTR)	00822333RA
> View current scheme details	
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Registration 

Reporting 

Registration for 24 Jun
Tax 2015
Relief at source

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Please select the type of report below:

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Scheme Administration

Pension Service Notices for Scheme ?

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