

Aviva Client Services
PO box 26957
Glasgow
G2 9DS

14th November 2023

Client name: **Jean El Omar**
Pension Company Policy/Plan Number: **AV2596795**

To Whom it may concern,

Please find enclosed a completed application from Jean El Omar to transfer her pension out, into a SSAS called Elomar SSAS, together with the following documents:

1. Pension Transfer Out Form
2. Trust Deed
3. Scheme Rules
4. HMRC Tax Registration Letter
5. HMRC Screen shot
6. TPR Registration Certificate
7. ICO Certificate
8. Company Contribution Schedule
9. Company Employment Letter
10. Personal Bank Statement May-Sept 2023 Salary payments
11. 3 months Payslips
12. Authority Letter
13. SSAS Metro Statement
14. SSAS Metro Bank account details
15. Members Guide

I would be most grateful if you may process Jean El Omar'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