

Re: Aviva Transfer out request - AV2596795 Jean El-Omar - Elomar SSAS

To platformmoniesout@aviva.com Copy jeaniehogan@gmail.com Blind copy lisa@retirement.capital

---

Dear Transfers Team,

Client name: **Jean El Omar**

Pension Company Policy/Plan Number: **AV2596795**

Please find attached safeguarding appointment confirmation with unique reference : 663195/150224

Please continue with your transfer processes for Mrs Jean El Omar.

**If you require any further information please do not hesitate to contact me.**

Kind regards

Lisa Welton

RC Administration Limited

Phone: 0330 311 0839

1A Park Lane  
Poynton  
Cheshire  
SK12 1RD

Company Number: 12409200

IMPORTANT - PLEASE NOTE The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error please contact the sender and destroy this email.

On 14/11/2023 12:08 GMT [info@rcadministration.com](mailto:info@rcadministration.com) wrote:

Dear Transfers Team,

Client name: **Jean El Omar**

Pension Company Policy/Plan Number: **AV2596795**

Please find attached a completed application from Jean El Omar to transfer her pension out, into a SSAS called Elomar SSAS, together with the below listed 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
16. Cover letter

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.

Kind regards  
Lisa Welton

RC Administration Limited

Phone: 0330 311 0839

1A Park Lane  
Poynton  
Cheshire  
SK12 1RD

Company Number: 12409200

**IMPORTANT - PLEASE NOTE** The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error please contact the sender and destroy this email.

- 
- [Your Pension Safeguarding guidance appointment summary.pdf \(366 KB\)](#)