Mr. Tony Bayagbona   
Fenwick Solicitors   
34 Lipson Road   
Plymouth   
PL4 8PW

21 January 2015

Dear Tony,

Please find enclosed our typical Transfer pack in relation to the scheme, Chloe Connor Limited Pension Scheme.

You will find enclosed 6 documents:

Trust Deed

Rules

HMRC Letter X2

Scorpion leaflet

Discharge forms (completed)

Cover Letter

I have completed this case for you, so you can see exactly how we would process the papers. The questions on the discharge forms can be complex so in future if you have any problem please call me.

There is a section that must be completed on behalf of the receiving scheme which is us so hopefully we will have them first and forward them to you completed

The trust deed, Rules and two HMRC letters must be certified as true copies of the original.

Once the pack has been sent we would usually leave it a week and then start the phone calls chasing the progress of the transfer. We would usually call once week, more if necessary.

There will be more to follow.

If you need any more help, please let me know.

Kind Regards

Michelle Lunnon

Senior Administrator

Pension Practitioner.Com