St James’s Place  
Administration Centre  
PO Box 9034  
Chelmsford  
CM99 2XA

22/11/2021

Dear Sirs,

**Retirement Account: RA06909022  
Policyholder: Greg Ellis Thompson   
DOB: 24-06-1975  
NI Number: JC761213B**

Please find enclosed signed transfer request forms for a transfer of the above policy to Greg Thompson Pension Scheme.

I also enclose the following documents to support the application:

- Copy of the HMRC tax registration letter  
- Copy of the Trust Deed establishing the scheme along with the governing rules.

The transfer should be made by BACS to the account details provided below:

Bank Name: Allied Irish Bank (GB)  
Account Name: Greg Thompson Pension Scheme  
Account Number: 04919088  
Sort Code: 23-83-96  
Ref: G Thompson SJP

Should you require anything further to proceed with the transfer, please advise me accordingly.

Yours sincerely,

Georgina Martin   
**For and in behalf of  
RC Administration Limited**info@rcadministration.com

Enc.