



Lisa Welton <lisa@retirement.capital>

RE: New Set Up - HMF Investment Trust SSAS

1 message

Andrew Jannetta <andrew@hmfconsultancy.co.uk>
To: Veronica Walkman <veronica@retirement.capital>
Cc: Lisa Welton <lisa@retirement.capital>

5 May 2023 at 00:07

Hi,

So the other pension is an old one that I don't currently have access too, they need to verify my identity before I can ask for a transfer value.

It's a Scottish equitable, now Aegon policy. UP/0009182666. Would you be able to sign off my identity per the attached email, or I can ask my accountant or solicitor to do it for me?

Regards,

Andrew

From: Veronica Walkman <veronica@retirement.capital>
Sent: Thursday, May 4, 2023 1:59 PM
To: Andrew Jannetta <andrew@hmfconsultancy.co.uk>
Cc: Lisa Welton <lisa@retirement.capital>
Subject: Re: New Set Up - HMF Investment Trust SSAS

Hi Andrew,

I am referring to your recent email to Arsene.

Sure, my colleague Lisa Welton from our Transfer management team will be happy to assist you with your transfer. She is on holiday until Tuesday however please kindly be aware of the process as per below: please see the attached "transfer pack" and "transfer process in" document, as an explanation of what we need to prepare and send to the ceding scheme where your pension is currently held, along with the costs involved.

So, did they mention that they need the certified ID of yours first, is that correct please?

Usually we ask our clients to contact their current providers and advise them that they wish to transfer their funds out to the SSAS and the providers should then provide with the discharge forms which we are happy to take care of.

Please confirm and I am happy to assist.

On Wed, 3 May 2023 at 00:31, Andrew Jannetta <andrew@hmfconsultancy.co.uk> wrote:

Hi,

See attached for signed form.

Regards,

Andrew

Sent from [Mail](#) for Windows

From: [Arsene Evans](#)

Sent: 28 April 2023 15:12

To: [Veronica Walkman](#)

Cc: [Andrew Jannetta](#); [Paul Barry](#)

Subject: Re: New Set Up - HMF Investment Trust SSAS

Dear Andrew,

Following the tax registration of your scheme, please find enclosed an application form to open a Metro Bank account. Please put your signature on page 9 in front of your name together with the date below. Metro Bank requires a wet signature to proceed. Can you please sign it with a pen, scan or take a picture and send it back to us?

As a part of an ID verification check required by Metro Bank, we need to match your likeness to your passport. As such, please click on the link below (this can be opened on any device which has an inbuilt camera) and follow the instructions, this is quite simple, does not cost you anything and does not take longer than 30 seconds to complete.

[Andrew Jannetta](#)

Please note that the link is available for seven days only. If it has expired, please notify us.

Metro Bank also requires a recent utility bill or bank statement within the last two months as proof of address.

If you have any issues with signing the application form, opening the links or anything else, please let us know.

Many thanks.

Kind regards,

Arsene Evans

On Fri, 28 Apr 2023 at 13:38, Veronica Walkman <veronica@retirement.capital> wrote:

Hi Andrew,

No worries at all, many thanks for confirming that.

Actually great news! I am pleased to confirm that your scheme has been tax registered by HMRC.

The PSTR Number (Pension Scheme Tax Reference) assigned to your scheme is 20007650RM, please see attached.

We will shortly provide you with an application form to open a bank account for the scheme.

Once the bank account has been opened we can then commence the transfer process should you wish. Please kindly be aware of the process as per attached below. Basically we would need the PAYE in place first and if you also could contact your current providers advising them that you wish to transfer your funds out to SSAS and request a discharge form please which we will be happy to take care of.

Also, please find attached our invoice for the annual administration services.

If you have any questions in the interim or need any assistance please let me know.

Many thanks.

On Fri, 28 Apr 2023 at 11:46, Andrew Jannetta <andrew@hmfconsultancy.co.uk> wrote:

Hi Veronica,

Just to give you an update, I've actually fired my accountant due to poor service and moved firms and will have PAYE set up in the coming weeks. Sorry for the delay.

Regards,

Andrew Jannetta | Director
+447736463668

From: Veronica Walkman <veronica@retirement.capital>
Sent: 15 March 2023 17:33
To: Andrew Jannetta <andrew@hmfconsultancy.co.uk>
Cc: Paul Barry <paul@ssas-consultant.co.uk>
Subject: Re: New Set Up - HMF Investment Trust SSAS

Hi Andrew,

Hope all is well.

Could you please confirm whether you had a chance to set the company up for PAYE or not yet as we are preparing the response for HMRC on their questionnaire, we would need to provide them with the correct details.

Thanks.

On Wed, 15 Feb 2023 at 14:37, Veronica Walkman <veronica@retirement.capital> wrote:

Hi Andrew,

Many thanks for confirming this.

Glad to inform you that HMF Investment Trust SSAS was successfully applied to HMRC.

The submission reference number is S0000022582, confirmation is attached below.

We will keep you in touch with us to proceed with the next steps.

Any questions please do not hesitate to contact me.

On Mon, 13 Feb 2023 at 23:40, Andrew Jannetta <andrew@hmfconsultancy.co.uk> wrote:

Hi Veronica,

No I never yet, I was going to wait till the end of month as its year end.

Regards,

Andrew

Sent from [Mail](#) for Windows

From: [Veronica Walkman](#)
Sent: 08 February 2023 15:38
To: [Andrew Jannetta](#)
Cc: [Paul Barry](#)
Subject: Re: New Set Up - HMF Investment Trust SSAS

Hi Andrew,

Apologies for the delay in getting back to you. Many thanks for the signed documents.

Could you kindly confirm whether you have already set your company up for PAYE with your accountant please? The process usually takes up to 10 working days so if so we would then need to wait to get the PAYE reference number before we proceed with the application to HMRC as we need to provide them with all the actual and correct details only.

Please kindly advise, thank you.

On Fri, 3 Feb 2023 at 22:25, Andrew Jannetta <andrew@hmfconsultancy.co.uk> wrote:

Hi Veronica,

See attached for signed trust deed, have also signed the other docs via DocuSign.

Regards,

Andrew

Sent from [Mail](#) for Windows

From: [Veronica Walkman](#)
Sent: 02 February 2023 15:14
To: [Andrew Jannetta](#)

Cc: [Paul Barry](#)

Subject: Re: New Set Up - HMF Investment Trust SSAS

Hi Andrew,

Thank you for the information provided.

The scheme establishing documentation for signing has been already sent for you via DocuSign.

You will receive an additional email from Retirement Capital with the link inside. Just follow the instructions please.

Also, please find attached **Scheme Rules** for you to familiarise with, and the **Trust Deed** which needs to be signed **manually** as required by HMRC. Please find enclosed a small guide of [How To Sign The Deed](#). Please make sure that all the details and names are correct before signing.

Please note, that you can put as a Witness any person you wish, but not the Trustee, not a Family Member and not a Person living at the same address as you are.

The information you put on the Deed must be clear and legible. Once it is signed, please scan it, make sure it has good quality and send it back to us. Please also retain the originals. No photos allowed please.

Please note that all the documentation must be signed by the same date.

Should you have any issues with opening or signing the documents please contact me at any time.

Many thanks.

On Tue, 31 Jan 2023 at 22:00, Andrew Jannetta <andrew@hmfconsultancy.co.uk> wrote:

Hi Veronica,

See attached for ID and utility bill. Accountant is Mark Gibson at Thomson Cooper in Dunfermline.

Mark Gibson

Partner



www.thomsoncooper.com

T.01383 628800

T.0131 226 2233

3 Castle Court, Carnegie Campus, Dunfermline, KY11 8PB LP-2 Dunfermline 3
22 Stafford Street, Edinburgh, EH3 7BD

Regards,

Andrew

Sent from [Mail](#) for Windows

From: Veronica Walkman <veronica@retirement.capital>
Sent: Tuesday, January 31, 2023 5:37:23 PM
To: Andrew Jannetta <andrew@hmfconsultancy.co.uk>
Cc: Paul Barry <paul@ssas-consultant.co.uk>
Subject: New Set Up - HMF Investment Trust SSAS

Good afternoon Andrew,

I'm writing to you on behalf of Retirement Capital regarding a registration of a new SSAS for you. My pleasure to assist you.

Many thanks for the completed forms and for the information provided.

Before we can commence the process and prepare the scheme establishing documents, could you kindly also confirm and provide us with the following:

1. *Copy of your passport;*
2. *Copy of your driving license;*
3. *Bank Statement or Utility Bill as a proof of your current address;*
4. *If you have an accountant, please provide their contact details;*

We will ensure tax regulation and compliance for your self administered scheme with HMRC.

I will be responsible for ensuring tax registration of your SSAS and will look after day-to-day administration work.

Once the required information is provided, we'll prepare the SSAS set up documentation and will send it to you via docusign for signing.

Please feel free to get in touch if there is anything I can help you with and I look forward to hearing from you.

Thank you.

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All the best,

Veronica Walkman



Web. <https://retirement.capital>

Phone: 0161 393 9710 | 0330 311 0088

Email: veronica@retirement.capital



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Venture Wales Building
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All the best,

Veronica Walkman



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All the best,

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All the best,

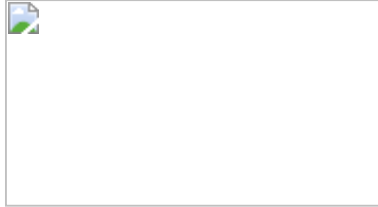
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All the best,

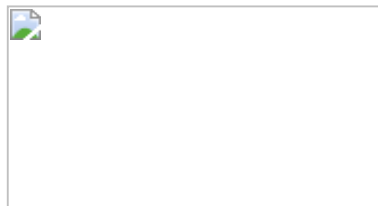
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All the best,

Veronica Walkman



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----- Forwarded message -----

From: Referrals <referrals@aegon.co.uk>
To: "a_jannetta@hotmail.com" <a_jannetta@hotmail.com>
Cc:
Bcc:
Date: Tue, 28 Mar 2023 14:48:25 +0000
Subject: RR Gone Away ACQP-1611310

Good Afternoon,

Thank you for your email and apologies for the delay in response.

At current, we hold incorrect information on file for you. In order to amend this (and so be able to pass full security with you and then offer information/online access), we would need to see the following:

What we need from you:

We need to see an original or certified copy from Section A and one from Section B.

Section A: Evidence of identity (photographic evidence)

- Full signed passport
- National identity card
- Full current photographic driving licence
- Birth certificate

Section B: Evidence of address

- Full current photographic driving licence
- Local authority council tax bill for the current council tax year
- Bank or building society statement dated within the last three months
- Utility bill (gas, electric, landline phone bill) dated within the last three months
-

You can only use a driving licence as evidence for **either** Section A or Section B – not for both.

Who can certify a document and how do they do it?

Copies of documents can be certified by one of the following people:

- Accountant
- Bank/building society official
- Barrister/solicitor
- Councillor (local or county)
- Credit union employees
- Doctors / Nurses or Dentist
- Member of parliament
- Minister of religion
- Post Office Official (through the post office's certification service)
- Serving police officer
- Social workers
- Teachers/Lecturers
- Job Centre employee
- Justice of the peace
- Regulated financial advisers
- Armed Forces Officer
- Commissioner of Oath
- Financial Service Intermediary (e.g. Stockbroker or Insurance broker)
- Member, Associate or Fellow of a Financial Services Professional Body
- Member of Parliament, or Welsh/Northern Ireland Assembly Member
- Paralegal - certified/qualified Paralegal or Member of the Institute of paralegals

The person certifying your document should write the following on the copy document:

- Their name in block capitals
- The name of the company they work for and their occupation
- The statement 'I certify this to be a true likeness of the original' and
- Their signature and date

What to do next;

Please send your certified copies by post to:

Aegon Digital Solutions

Sunderland

SR43 4DL

Please remember to include a cover letter with your policy details.

If you have any further queries, please do not hesitate to contact us on the number below.

If you have any issues or questions please do not hesitate to contact us.

Kind regards,


Kirsty Robertson

Platform Administrator

Retail Operations

Aegon Retirement Choices and One Retirement

Digital Solutions

 We've made a number of changes to make it easier to do business with us online and to get your queries answered quickly. If you have a query or wish to place an instruction with us please visit our Support & Contact pages for further information.



We are continually trying to improve the service we provide our customer's therefore, in the next couple of days you may receive a short survey asking you a few simple questions to rate how well we've done today. If you are happy to take part in this, we would appreciate your feedback.

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