James Hay Partnership

Dunn’s House

St. Paul’s Road

Salisbury

SP2 7BF

4 October 2018

Dear Sir/ Madam,

**Re: Pension Transfer Request – Mr Adrian Jones, Penny’s Cottage, 35 Tollard Green, Tollard Royal, SP5 5PX**

We are writing to you about the above member who wishes to request a full uncrystallised transfer of his assets which are held in the SIPP administered by you.

We have completed the enclosed forms in our capacity as administrators for the receiving scheme and we can confirm that we are able to receive an in-species transfer as requested by the member.

In addition to the completed transfer forms, we have also enclosed a copy of the original scheme registration certificate and a copy of the current scheme details from the HMRC Online Portal.

I trust this to be in order, however should you require any further information or have any questions, please do not hesitate to call 0844 410 0037 where a member of the SSAS team will be happy to help.

Yours sincerely,

***Paul Bennett***

***Senior Pension Administrator***