

Director **David Nicklin** Cert PFS Cert CII (MP) Company Number: **12409200** 

Standard Life House 30 Lothian Road Edinburgh EH1 2DH

DATE: 22<sup>nd</sup> June 2023

Client name: Javaria Sarmad Member No: TM100182918 Pension Company Policy/Plan Number: The Deloitte Pension Plan

To Whom it may concern,

Please find enclosed a completed application from Javaria Sarmad to transfer her pension out, together with the following documents:

- 1. Pension Transfer Out Form
- 2. Trust Deed
- 3. Scheme Rules
- 4. HMRC Screen shot
- 5. HMRC Tax Registration Letter
- 6. Metro Bank SSAS Account details
- 7. Metro Bank SSAS Statement
- 8. Authority Letter
- 9. Company contributions schedule Letter
- 10. Company Employment Letter
- 11. Payslips Jan, Feb & Mar 2023
- 12. Personal Bank Statements Jan-Apr 2023
- 13. Members Guide

I would be most grateful if you may process Javaria Sarmad's request at your earliest convenience. Should you require any further information, please do not hesitate to contact us.

**Yours Sincerely** 

Lisa Welton Scheme Administrator

SSAS Pension Scheme Administrator Address: 1A Park Lane, Poynton Cheshire, SK12 1RD Certificate Member of the Chartered Insurance Institute Life and Pensions Faculty Email: info@rcadministration.com Telephone: 0330 311 0839