

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

Standard Life House 30 Lothian Road Edinburgh EH1 2DH

DATE: 22nd 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