Mr Mark A Hobson

30 Hibberd Place

Loxley

Sheffield

S6 4RF

30th October 2017

Dear Hobson,

**Jam 300 SSAS**

I write further to your request to transfer your Old Mutual Wealth Pension Plan into the Jam 300 SSAS.

I understand from conversations with your Financial Adviser David Thompson, and his team, that you have previously signed transfer forms to enable the transfer. Unfortunately, due to unforeseen delays and issues with the takeover of the original scheme from TWS into the administration with Pension Practitioner, Old Mutual Wealth have requested new transfer forms to be completed.

We have stepped in to assist with the completion of the scheme and the transfers. Cranfords are acting as administrators along with Pension Practitioner (at no extra cost to the scheme) and I hope that we will have everything sorted soon for you and the other Trustees of Jam 300 SSAS.

I have enclosed a new set of transfer forms and I have prepopulated some of the information in order to assist you. Please could you complete the rest of the Personal Details Section (A) and sign and date where indicated. I have also included a prepaid return envelope for your convenience. As soon as I have received the forms back from you, I will issue them to Old Mutual Wealth by signed for mail in order to be assured of their safe receipt.

Please accept my apologies for any inconvenience this may cause you. I understand how frustrating these situations are and can assure you I am working to prevent any further unnecessary delays and issues.

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

**Emma Dane**

**Senior Pensions Administrator**