



Mr N Graham  
The Old Post House  
Burford Road  
Black Bourton  
Bampton  
Oxfordshire  
OX18 2PF

27 April 2015

Dear Mr Graham

### **Pension Transfer**

Thank you for providing your responses to our questionnaire. It is helpful to understand more about the circumstances of your transfer request.

However we have not received any evidence that your employer, Joe Bloggs Property Limited, is an active trading company as stated in your response.

In order to support the statement we require evidence that Joe Bloggs Property Limited is an actively trading company. This could be in the form of the latest VAT return or company bank statement.

Additionally the following documentation will enable us to continue our assessment:

- A recent pay slip or copy of your payment advice from Joe Bloggs Property Limited
- A copy of the accounts for Joe Bloggs Property Limited.

Please send these documents to us within 30 days from the date of this letter in the enclosed reply-paid envelope.

So that your response is directed to the correct team, please ensure it is clearly marked with your Aviva plan number.

We must inform you that without this evidence we will be unable to proceed any further. If we do not receive a reply within 30 days, we will close our files.

### **We're here to help**

If you have any questions, please call us on **0114 208 8703**.

Yours sincerely

**Aviva Customer Team**

### **Any questions?**

You can contact us on

**Tel: 0114 208 8703**

**Fax: 0845 304 1122**

We are open 9am to 5pm  
Monday to Friday

We may record or monitor your call

Policy number

**TL94037719**

Policyholder

**N Graham**