Technical Service Centre
PO Box 4363
Churchgate House
56 Oxford Street
Manchester
M61 0EE

**By First Class Recorded Delivery**

 18 August 2014

Dear Sirs,

**Name: Mr Neil William Graham
National Insurance Number: WM390463A
Date of Birth: 23 June 1962
Policy Number: 8952311 & P00083563A**

Please find enclosed your Transfer out Information request and declaration form duly completed and signed. I also enclose the Appointment of Administrator and Practitioner, Invitation letter, Nomination of Beneficiary form, Key features, Investment selection and Fact sheet.

The Tax Registration letter, the scheme Trust Deed and rules have previously been sent to you on the 21st July 2014. I have attached a print out from the HMRC website confirming the current scheme status.

As per your request for information on your transfer out Information request form please note:

1. The scheme is not registered with the Pensions Regulator as this is a one trustee one member scheme. This is not necessary.
2. The administrator of the scheme as noted in the Administration services agreement is Pension Practitioner.Com Limited, company number 06028668, whose registered office is at Daws House, 33 -35 Daws Lane, London. FCA number 651082.
3. Payments of the member’s benefits have been nominated to the member’s wife Rachel Evelyn Graham who will receive 100%. Please see enclosed Nomination of Beneficiary form.
4. Mr Neil William Graham is the Director of the company, please find enclosed a Current Appointments Report from Companies House proving this.
5. The scheme is a SSAS (Small Self-Administered Scheme)
6. Mr Neil William Graham did not seek any advice for this transfer.

We confirm that the Receiving Scheme can accept any GMP or Protected Rights Benefits included in the transfer.

The transfer payments should be made by **BACS** to the following account:-

**Name of Bank: Church House Trust**

**Account Name: Joe Bloggs Property Limited SSAS**

**Account Number: 33130385**

**Sort Code: 60-95-31**

**Reference: 3301-30385-3**

Please note that this scheme and has been tax registered on 10 July 2014 and that the application for submission for the tax registration was applied for post 21 October 2013.

The registration has therefore been confirmed by HMRC under their new pensions liberation check basis and HMRC have already carried out all of their required checks under their new registration system.

It will therefore not be necessary for the ceding scheme to reconfirm the current status of the scheme with HMRC before completing the transfer.

If you require any further documentation to be completed in order that the transfer can be concluded, please advise me accordingly.

Please acknowledge safe receipt and that the documentation is all in order.

Thank you for your assistance in this matter.

Yours faithfully

Michelle Lunnon
**For Pension Practitioner .Com**

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