

P00000001/000001

K2H Retirement Scheme  
Lime Kiln House  
Lime Kiln  
Royal Wootton Bassett  
SN4 7HF

14 September 2021  
Our Ref: 1154708/MH

Dear Sirs

**Avis UK Pension Plan ("the Plan")**  
**William Finlay**  
**Our Ref: 1154708**

I am writing to you in regard to the letter we sent you dated 18 August 2021, regarding the transfer out for the above member, to which I note that we have not received a response yet.

Please find enclosed a copy of our previous correspondence for your reference. I would be grateful if you could make the amendments to the form and return it to us as soon as possible. Please initial and date the amendment.



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You can contact us:

- a) by phone - on our dedicated telephone number 0118 313 0949
- b) by email - please email to [avisuk@xpsgroup.com](mailto:avisuk@xpsgroup.com)
- c) by post - please write to me at the address given above

Yours faithfully

**Michael Hutterli**  
**Pensions Administrator**  
**For XPS Administration**  
**On behalf of the Trustees of the Avis UK Pension Plan**



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Private & Confidential  
K2H Retirement Scheme  
Lime Kiln House  
Lime Kiln  
Royal Wootton Bassett  
SN4 7HF

18 August 2021  
Our Ref: 1154708/MH

Dear Mr Finlay

**Avis UK Pension Plan ("the Plan")**  
**William Finlay**  
**Our Ref: 1154708**

I am writing to you in regards to the transfer out of the above member.

Upon review of the file, we noticed that there is one final form we need, the Receiving Scheme Undertaking (RSU) form was not filled out correctly (Section 5 was not completed, and the scheme administrator did not match the details given by the proof of HMRC registration).

We have enclosed a copy of the RSU, which we would be grateful if you could please arrange to be filled in correctly, as specified above.

You can contact us:

- a) by phone - on our dedicated telephone number 0118 313 0949
- b) by email - please email to [avisuk@xpsgroup.com](mailto:avisuk@xpsgroup.com)
- c) by post - please write to me at the address given above

Yours sincerely

**Michael Hutterli**  
**Pensions Administrator**  
**For XPS Administration**  
**On behalf of the Trustees of the Avis UK Pension Plan**



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Name and address of Scheme Administrator: **CARLTON JAMES PENSION ADMIN,**  
**LIME KILN HOUSE, LIME KILN, ROYAL WOOTON BASSETT SN4**  
**7HF**

(Please note: This is the "Scheme Administrator" within the meaning of Chapter 7 Part 4 of the Finance Act 2004, as detailed on the HMRC Registration confirmation (see below); not the firm who provides administration services for the scheme)

Please attach proof of HMRC registration, as follows:

- a copy of the HMRC registration letter or, if approved prior to 6 April 2006, a screen print from Pension Schemes Online confirming the PSTR number
- AND
- a print of the "Current Scheme Details" page from Pensions Schemes Online confirming the scheme's current status and the Scheme Administrator (printed in the last 30 days)

5. Declaration on behalf of Scheme Administrator

(Please tick one box)

I am the Scheme Administrator named in section 5 above.



OR

I am authorised to sign on behalf of the Scheme Administrator named in section 5 above



I declare that:

- The Receiving Scheme is a registered pension scheme within the meaning of Chapter 2 of Part 4 of the Finance Act 2004 and is capable of receiving the transfer in respect of the Member.
- The Receiving Scheme operates and will continue to operate so as to meet all HMRC conditions to be a Registered Pension Scheme and has not been excluded from being a Registered Pension Scheme by HMRC.
- the Receiving Scheme is authorised and willing to accept the transfer payment and that it will be used to provide authorised benefits within the Receiving Scheme.
- All of the information above is accurate and complete and will be used for the purpose of making a recognised transfer under section 169(1)(a) of the Finance Act 2004. I understand that the provision of any false information or declaration could result in tax consequences for which the trustees of the Transferring Scheme will not be liable.
- On behalf of the Scheme Administrator of the Receiving Scheme, I hereby consent to XPS Administration obtaining such information as required from HMRC, including the tax-registered status of the Receiving Scheme, in connection with the proposed transfer.

I acknowledge that if the details provided on this document are incomplete or incorrect the transfer will not be processed until an acceptable document has been received by XPS Administration..

Signed by or on behalf of the Scheme Administrator of the Receiving Scheme:

Signature:

Date:

4/6/11

Full name and position if signing on behalf of the Scheme Administrator:

**WILLIAM DAVID FINLAY - DIRECTOR**

Please return form with the items listed below as soon as possible to:

XPS Administration, Albion, Fishponds Road, Wokingham, Berkshire, RG41 2QE

(Please tick)

Proof of HMRC registration (as listed in 4. above)

☒

Transfer Value Payment Details

☒



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## RECEIVING SCHEME UNDERTAKING

(To be completed by or on behalf of the Scheme Administrator of the Receiving Scheme)

Please make sure that you complete every section in full otherwise the form will be returned to you. If all sections of this form are not fully completed we can not pay the transfer value.

Name of the Transferring Scheme: Avis UK Pension Plan
Member's Name: Mr William Finlay
Member Number: 1154708

1. Full name of the Receiving Scheme: <b>K2H RETIREMENT SCHEME</b> (Please note: This must exactly match the scheme name on the HMRC registration documents that you attach (see section 5.))
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2. What type of benefits will the transfer value provide in the Receiving Scheme? (Please tick one)
Flexible benefits <input checked="" type="checkbox"/> Safeguarded benefits <input type="checkbox"/>
(‘Flexible benefits’ and ‘safeguarded benefits’ are defined in the Pension Schemes Act 2015)

3. What type of scheme is the Receiving Scheme? (Please tick one)
Occupational Pension Scheme <input type="checkbox"/> Fully-insured Scheme <input type="checkbox"/>
Personal Pension Scheme (including a Stakeholder Plan) <input type="checkbox"/> Deferred Annuity Contract <input type="checkbox"/>
Self Invested Personal Pension (SIPP) <input type="checkbox"/> Statutory Scheme <input type="checkbox"/>
Small Self-Administered Scheme (SSAS) <input checked="" type="checkbox"/>

If Receiving Scheme is an occupational pension scheme or SSAS:
Full name of sponsoring employer: <b>KEYS 2 HOMES LIMITED</b>
Registered address: <b>11 BOUNDARY BUSINESS PARK</b> Companies House number: <b>09059454</b> <b>WHEATLEY ROAD, GARSINGTON, OXON OX44 9ET</b>
Is the member currently employed by the sponsoring employer? Yes / <del>No</del> (delete as applicable)
If Yes, date member was employed by the sponsoring employer: <b>DIRECTOR FOR LAST 5 YRS</b>

If Receiving Scheme is a Personal Pension Scheme or SIPP
Full name of Personal Pension provider / SIPP operator:
FCA Financial Services Register registration number: (sometimes known as a Firm Reference Number (FRN))
(Please note - the registration number must be provided. The transfer value will not be paid until we have verified the status of the Personal Pension provider / SIPP operator on the FCA Financial Services Register)

4. HMRC registration details	
Pension Scheme Tax Reference (PSTR number): <b>00831256 RL</b>	Date registered with HMRC: <b>12 SEPT 2016</b>



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