St James’s Place
Administration Centre
PO Box 9034
Chelmsford
CM99 2XA

14/12/2020

Dear Sirs,

**Member Name: Michael Gerard Kneafsey
Retirement Account: RA07201189
DOB: 11-08-1968
NIN: NR011713A**

Please find enclosed a completed and signed application form for the transfer of the above policy to Kennedy Kneafsey SSAS (PSTR: 20002731RZ).

We also enclose the following documents for your records:

* Copy of the HMRC letter confirming successful registration of the scheme for tax relief and exemptions
* Copy of the Trust Deed and Rules governing the scheme

Once the transfer has been approved, please arrange for the transfer value to be paid by BACS to the following bank account details:

Allied Irish Bank (GB)
Kennedy Kneafsey SSAS
Account Number: 04919088
Sort Code: 23-83-96

If you require anything further to be able to proceed with the transfer, please do not hesitate to contact me.

Yours faithfully

David Nicklin (CERT PFS)
Director
For and in behalf of
RC Administration Limited
Enc.