

01642 / 324 / 00011

RC Administration Limited  
SSAS Pension Scheme Administrator  
1A Park Lane  
Poynton  
Cheshire  
SK12 1RD



## Group Personal Pension Plan

9 August 2022

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### Natalie L Murray

Employer name: Blake Lapthorn  
Employer number: J44566  
Plan number: K1256554000  
Your reference: Lawbox Group SSAS

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Dear Sir/Madam,

Thank you for your email dated 26/07/2022 with the client fully completed GEN2724 form.

The following requirements must be supplied for a transfer request to be considered:

- A screenshot of the relevant pages from HMRC's online services showing the scheme name, approval (PSTR) number and the scheme administrator. Please note this must be electronically date stamped with the HMRC Logo and taken within 1 month to be valid. (The one you have sent in is dated 15/10/2021.)

- We require a letter from the bank, on the bank's business headed paper, showing the Trustee account details - this must confirm the date the account was opened as well as the bank signatories to the account, bank account name, account number and sort code.

As this plan will be transferring to an Occupational scheme we will also have the following requirements to demonstrate employment as the documents you have sent in are all out of date:-

(1) A letter from the client's employer confirming that-

(i) the employer is a sponsoring/participating employer of the receiving scheme;

(ii) the client is employed by them;

(iii) the date from which the member has been continuously in their employment; and

(iv) confirmation that the contributions due to be paid to the receiving scheme have been paid and the dates of those payments, or, where the amounts of the contributions that have actually been paid are different to those that were due to be paid, those actual amounts and the dates they were paid.

(2) A schedule of contributions or payment schedule showing-

(i) separate entries for the amounts of pension contributions (excluding additional voluntary contributions ) to the receiving scheme that were due to be paid for the 3 month period referred to above by, or on behalf of, the client and their employer, or the employer only, in respect of the client.

(ii) the dates on which those contributions were due to be paid;

(3) Payslips, or other evidence in writing, advising of pay remittances and showing the salary paid to the member by their employer for the 3 month period referred to above.

(4) Copies of the personal bank or building society statements, or a building society passbook, showing the deposit of salary into your account for the 3 month period referred to above. Please note, we may request sight of original copies of personal bank or building society statements, or a building society passbook, showing the deposits of salary, should we deem this necessary.

Kind regards,

Standard Life.

#### **Beware of pension scams**

Falling foul of a scam could mean you lose some or all of your money.

See [fca.org.uk/scamsmart](https://www.fca.org.uk/scamsmart)

#### **Information online**

Your customers can get payment details and other valuable information about their pension plans by visiting [www.standardlife.co.uk/online](https://www.standardlife.co.uk/online).