



Suite 4, Skylon Court, Coldnose Rd, Hereford HR2 6JS

20th April 2023

Dear Sir/Madam,

Please accept this letter as a confirmation that Gryffe Manor Property Group Limited acts as the sponsoring employer for Nicola Robertson Steele as 'Nicola Steele Pension Scheme'.

Nicola Robertson Steele has been in employment by Gryffe Manor Property Group Limited since 30th January 2021.

Should you have any queries in relation to this, please feel free to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Martin Steele". The signature is fluid and cursive, written over a light blue horizontal line.

Martin Steele – Director

Date Signed: 20th April 2023

Gryffe Manor Property Group Limited

You will receive an annual statement each year detailing the amount of contributions paid and the valuation of your benefits in the Scheme from the Scheme Administrator. This is accessible via your online account.

The Scheme Administrator shall monitor the lifetime allowance and you must notify the Scheme Administrator of contributions paid to other pensions, plus the value of those pensions each year to avoid any excess tax assessment that may be applied.

The Scheme is a small self-administered scheme and as such is exempt under Pensions Act 1995 from a statutory provision of an annual contribution schedule. However, you can view in your online account all contributions paid by you and the Company in the contributions section.

Further information is also available in your membership guide, which sets out the tax rules applying to pension contributions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Martin Steele', is written over a light blue horizontal line.

Martin Steele - Director

Date: 20th April 2023

Gryffe Manor Property Group Limited

Nicola Robertson Steele
7 Hallcraigs Crescent
Houston
Johnstone
PA6 7FA

Scottish Widows
PO Box 24171
69 Morrison Street
Edinburgh
EH3 1HL


Date 20th April 2023

Dear Sirs,

POLICY NUMBER : 41418735
SCHEME NAME/TYPE : Retirement Account

Please accept this letter as my authority to provide to RC Administration Limited, of 1a Park Lane, Poynton, Stockport, England, SK12 1RD such information as is reasonably required in connection with my pension scheme with you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Steele', with a stylized flourish at the end.

Nicola Steele

GRYFFE MANOR

PROPERTY GROUP

Suite 4, Skylon Court, Coldnose Rd, Hereford HR2 6JS

Nicola Robertson Steele
7 Hallcraigs Crescent
Houston
Johnstone
PA6 7FA

Date: 16 March 2023

Dear Nicola,

Nicola Steele Pension Scheme ("the Scheme")

We are pleased to confirm that the Scheme has now been tax registered with HMRC and can accept pension contributions.

The Rules of the Scheme allow us and you to make contributions to the Scheme.

The Company, in its capacity as the sponsoring employer of the Scheme has made a contribution of £100.00 as the first contribution for your benefit.

The contributions will continue to be made monthly as per the following schedule:

16 April 2023 - £100.00

16 May 2023 - £100.00

16 June 2023 - £100.00

The Company shall, subject to the performance of the Company, make further contributions as part of your emolument terms. The maximum contribution rate is £40,000 in any one fiscal year, less any contributions paid into pensions by you or another in the same tax year. You will be further limited by the lifetime allowance, which at the date of this letter is £1,073,100.

Transfer authority form

Your Personal Details:

Title: **Mrs.**
First Name: **Nicola**
Middle Names: **Robertson**
Surname: **Steele**
NIN Number: **NZ644569A**
DOB: **03-08-1973**

Home address: **7 Hallcraigs Crescent**
Houston,
Johnstone
PA6 7FA

Telephone number: **07766275320**

Details of the pension policy you wish to transfer
I wish to transfer the following pension policy to:

Receiving scheme name: **Nicola Steele Pension Scheme**
Receiving scheme PSTR number: **20007135RM**

Name and address of the transferring provider: **Scottish Widows**
PO Box 24171
69 Morrison Street
Edinburgh
EH3 1HL

Policy number of the pension you wish to transfer: **41418735**
Reference number (if applicable): **N/A**
How do wish for the policy to be transferred:

In Cash	<input checked="" type="checkbox"/>
In-specie	<input type="checkbox"/>

Declaration

I write to confirm that I wish to transfer my pension policy into a new scheme.
I hereby authorise RC Administration Ltd of 1A Park Lane, Poynton, Cheshire, SK12 1RD to
access necessary information relating to my pension policy until further notice. I instruct you
to provide them with any information they might require to carry out the transfer.

Signature of the policy holder:



Full Name: **Nicola Robertson Steele**

Date: **13 April 2023**

SSAS Pension Scheme Administrator
Address: 1A Park Lane, Poynton Cheshire, SK12 1RD

Certificate Member of the Chartered Insurance
Institute Life and Pensions Faculty
Telephone Number 01625358101