

Director **David Nicklin** Cert PFS Cert CII (MP) Company Number: **12409200** 

Aviva, PO Box 1550, Salisbury, SP1 2TW.

24th July 2023

Client name : Marz Sholanke Pension Company Policy/Plan Number: F46042/201538

To Whom it may concern,

Please find enclosed a completed application from Marz Sholanke to transfer her pension out, together with the following documents:

- 1. Pension Transfer Out Form
- 2. Trust Deed
- 3. Scheme Rules
- 4. HMRC Tax Registration Letter
- 5. HMRC Screen shot showing status dated 13.07.23
- 6. HMRC Screen shot detailed 13.07.23
- 7. Company Contribution Schedule
- 8. Company Employment Letter
- 9. Last 3 months Personal Bank Statement May, June, July2023
- 10. Last 3 months Payslips
- 11. Authority Letter
- 12. SSAS Metro Statement
- 13. SSAS Metro Bank account details
- 14. Members Guide

I would be most grateful if you may process Marz Sholanke request at your earliest convenience. Should you require any further information, please do not hesitate to contact us.

**Yours Sincerely** 

Lisa Welton Scheme Administrator

SSAS Pension Scheme Administrator Address: 1A Park Lane, Poynton Cheshire, SK12 1RD Certificate Member of the Chartered Insurance Institute Life and Pensions Faculty Email: info@rcadministration.com Telephone: 0330 311 0839