**Mr. Joannis Savva**

**60 The Woodlands**

**London N14 5RX**

17 February 2023

**Scheme name** : Reflexoak Limited Executive Pension Scheme

Dear Joannis,

Please find the below listed documents.

1. Metro Bank Application form – **Complete & return with the below instructions**.
2. Trustee Resolution Appointment of RSA as banking agent – **All members to sign & return.**
3. Trust Deed Adopting Replacement Provisions - **All members to sign & return.**
4. Scheme Rules (updated) – to keep for your reference.

**The Metro bank application form instructions**

1) On page 1, 2 & 3, please can you add the “Email”, “Current Address”, "Date moved in", “Nationality”, “Country of birth”, and “Mobile number” (for online banking “Trustees only” will not have this access).

2) On page 9, please sign and date each member.

3)  Please also provide a clear certified copy of your passport and drivers licence for each member. If you only have either a passport or driver's licence (provisional is accepted). Metro bank will require a recent utility bill or bank statement within the last 2 months as proof of address. (Each document needs to be certified with signature by an accountant or lawyer)

Please send all the completed document back to this address:

**Office 12**

**Venture Wales Building**

**Pentrebach**

**Merthyr Tydfil**

**CF48 4DR**

Yours Sincerely

Lisa Welton

Scheme Administrator