Mr Stephen Hoole  
Flat 5  
The Observatory  
402 Fulwood Road  
Sheffield  
S10 3GD

Phoenix Life  
Policyholder Services  
PO Box 1243  
Peterborough  
PE2 2LD

21/04/2020

Dear Sirs,

Policy holder: Mr Stephen Hoole  
Policy number: 0302135271/001

Please find enclosed the following documents to assist with the transfer of the above policy to the Sellec Pension Fund.

* Completed and signed Transfer Questionnaire and Declaration. Please note that I am the Trustee and Registered Administrator of the scheme and have signed the decaration in this capacity.
* HMRC tax registration confirmation
* HMRC evidence of name change
* HMRC print out with current scheme details

The transfer payment should be made by BACS to the following bank account details:

Bank Name: Allied Irish Bank (GB)  
Account Name: Sellec Pension Fund  
Account Number: 04919088  
Sort Code: 23-83-96

If you require anything further to proceed with the transfer, please advise me accordingly.

Yours faithfully

Stephen Hoole