

**Phoenix Life
PO Box 1243
Peterborough
PE2 2LD**

7th August 2023

Client name: **Susan Singleton**
Pension Company Policy/Plan Number: **0302937793/001**

To Whom it may concern,

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

1. Receiving scheme Pension Transfer Out Form
2. Trust Deed
3. Scheme Rules
4. HMRC Tax Registration Letter
5. HMRC Screen shot
6. TPR Registration Certificate
7. ICO Certificate
8. Company Contribution Schedule
9. Company Employment Letter
10. Personal Bank Statement Mar-Jun 2023
11. 3 months Payslips
12. Authority Letter
13. SSAS Metro Statement
14. SSAS Metro Bank account details
15. Members Guide

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

Yours Sincerely



Lisa Welton
Scheme Administrator