

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

Reassure Ltd Windsor House Telford Centre, Telford Shropshire TF3 4NB

7th August 2023

Client name: Susan Singleton Pension Company Policy/Plan Number: U167557 / UP2156585

To Whom it may concern,

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

- 1. Pension Transfer release Form UP2156585
- 2. Pension Transfer release Form U167557
- 3. Trust Deed
- 4. Scheme Rules
- 5. HMRC Tax Registration Letter
- 6. HMRC Screen shot
- 7. TPR Registration Certificate
- 8. ICO Certificate
- 9. Company Contribution Schedule
- 10. Company Employment Letter
- 11. Personal Bank Statement Mar-Jun 2023
- 12. 3 months Payslips
- 13. Authority Letter
- 14. SSAS Metro Statement
- 15. SSAS Metro Bank account details
- 16. Members Guide

I would be most grateful if you may process Mrs. Singleton's 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