

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