**IP Wealth Management Ltd**

**Unit 5**

**Westgate Court**

**Silkwood Park**

**Ossett**

**WF5 9TT**

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. P60 2022 - 2023
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 client name request at your earliest convenience. Should you require any further information, please do not hesitate to contact us.

Yours Sincerely

NAME

Scheme Administrator