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**HARGREAVES  
LANDSOWN**

SIPP Transfers

One College Square South  
Anchor Road  
Bristol  
BS1 5HL

Telephone: 0117 980 9926  
www.hl.co.uk

Ms G Stuliglowa  
Pension Practitioner  
Pension Practitioner Venture Wales  
Merthyr Tydfil Industrial Park  
Pentrebach  
Merthyr Tydfil  
Mid Glamorgan  
CF48 4DR

09 April 2021  
Our Ref: 2005329

**URGENT**

**Pension Transfer: Request for Discharge Forms**

Dear Sir/Madam

Existing Policy: Pension Practitioner VIR11223320012235  
Member: Miss J Bedford 4 Priory View Paper Mill Yard Norwich NR1 2GA  
Transferring into HL SIPP (PSTR – 00616238RC)

We have recently contacted your company and requested the necessary discharge forms in order to transfer the above policy. A transfer authority signed by the client was also attached to the request enabling you to proceed. If you do not require discharge forms, please provide us with details of the above policy and what you require to proceed with the transfer.

Our records show that as yet we have not received the required forms from you. I would therefore be grateful if you could send the discharge forms to us as soon as possible. If you have previously sent us the forms, unfortunately these have not been received.

If there will be a delay in providing the discharge forms, please contact us so that we can update our records accordingly.

If you have any queries on this, please do not hesitate to contact us on 0117 980 9891 or by email at [sipptransfers@hl.co.uk](mailto:sipptransfers@hl.co.uk).

Yours sincerely  
SIPP Transfer Management Team  
Hargreaves Lansdown

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HL Ref: 2005329 transfer from Pension Practitioner  
VIR11223320012235

- ☐ The transfer instruction has been received and we enclose a copy of the discharge forms  
☐ We cannot locate the client using the details provided above  
☐ We have been unable to proceed with the transfer for the following reason(s):  
☐ DOB differs    ☐ NINO differs    ☐ Address differs    ☐ Incorrect Ref No    ☐ Name differs  
☐ Identity documentation required (*please provide details below*)  
☐ Client no longer holds any assets in this account.  
☐ We have not received your initial transfer request. Please resend a copy.  
☐ Other: