**Subject: Transfer of XXX pension funds into XXXX SSAS**

Please see the two attachments “**transfer pack**” and “**transfer process in**” document, as an explanation of what we need to prepare and send to the ceding scheme where your pension is currently held, along with the costs involved. The transfer pack is payable upon the ceding scheme confirming receipt of the application. We will provide documents including pre-completed letters for members to review and sign.

Please advise if any of the transfer you intend to make will be a transfer of the assets directly into the SSAS rather than a disinvestment cash transfer. This is called an in-specie transfer which we need to be aware of for the transfer process.

We have a dedicated team working on transfers as they can be time consuming and require accurate information from the beginning to ensure the transfer is not rejected.  We have many years of experience in dealing with transfers and have put this pack together given our experience. If at any time you do not want us to make 'chaser calls' just let us know - that is fine.

As per the attached `transfer process in´ document. It is most important:

1.    Please set up a standing order for **contributions from the sponsoring employer "**XXXX" into the SSAS bank account as soon as possible. A min of £ 100.00 each person transferring per month. Transfers to be made with the reference ER + Name for our internal reference.  One of the requirements from ceding schemes are to show a minimum of 3 months employer contributions

Account Name : **XXX**

Account Number : **XXX**

Sort Code: **XX**

2. Also that you have **PAYE in place from the sponsoring employer** **"**XXXXX" and will be able to supply **personal bank statements**showing your salary payments to match your payslips.  This is another one of the requirements from the ceding schemes are to show a minimum of the last 3 months  PAYE & personal statements

3. Supply your latest valuation and policy details from the ceding scheme

4. You will need to contact your current pension provider to request the transfer out forms (we are unable to use Origo or Options to SSAS).

I look forward to hearing from you. If you have any further questions, please do not hesitate to contact me