**Private & Confidential**
Mr & Mrs Marriott

25 Highfield Road

Southport

Merseyside

PR9 8QL

13th November 2014

Dear Mr & Mrs Marriott

**A C Marriott Ltd Retirement Benefits Scheme**

In order to improve the efficiency of how your pension scheme is run, we have recently made a decision to switch our pension scheme bank provider from Santander to Nationwide.

As such,please find enclosed a mandate to open a new pension fund bank account with Nationwide.

The Portfolio Investor application form has been pre-completed for you and I would be grateful if you could check the details and confirm if any amendments are required. The form needs to be signed in three places – these are indicated in pencil. It is important for you to inform us how long you have lived at your current address. This has also been indicated in pencil. If this is less than 3 years, you will need to provide us with another address until 3 years’ worth is confirmed.

When returning the mandate to me please can you supply up to date original documents for anti-money laundering requirements. Two forms of identification are required – one primary and one secondary as detailed in the attached list. Please note that we can only accept original documents, or certified copies. Certified copies must be signed and dated by an appropriately authorised individual (for example your bank, financial adviser or a solicitor). All original documents will be sent back by recorded delivery.

**Fees -** We presume that you wish your annual fees to be paid by the pension fund. With that in mind I have enclosed a Standing Order form. Please sign the standing order form where indicated and return along with the rest of the documents. If our presumption is incorrect and you wish to pay the fee personally (please confirm), then do not return the standing order form and we will send you an invoice.

If you have any queries please do not hesitate to contact me. I have enclosed a pre-paid envelope for your convenience.

Yours sincerely,

**Sarah Flaherty**

Money Laundering Document List

|  |  |
| --- | --- |
| Identification Document | Primary/Secondary |
|  |  |
| Armed Forces ID Card | Primary |
| Full Valid UK Driving Licence | Primary |
| Plastic National Insurance Card | Primary |
| Valid Full UK Passport | Primary |
| Pension Book Allowance | Primary |
| Signed Employers Identity Card | Primary |
| Cheque Guarantee Card with Statement | Primary |
| Bank/Credit Card Statement | Secondary |
| Council Tax Bill | Secondary |
| IR Notice of Tax | Secondary |
| Mortgage Statement | Secondary |
| NHS Medical Card | Secondary |
| Utility Bill (Gas/Electric) | Secondary |