

RECORDED DELIVERYRC Administration Ltd
1A Park Lane
Poynton
Cheshire
SK12 1RD

21 September 2021

Quote ref: **P301682**
Your ref: N/A
Please ask for: Transfers Out Team

Dear Sirs

Mr Anthony Smith - Transfer to Cannes 2003 ORBS

We have received your request to transfer the above referenced client's SIPP to Cannes 2003 ORBS.

Protecting our customers' pensions

Before we start any pension transfer, we are required to check that the transfer will be classed as a *recognised pension transfer* by HM Revenue & Customs.

To protect our customers' pensions, we carry out additional checks to make sure that any transfers we make would not be liable to significant unauthorised payment tax charges and sanctions for both the member and us, as the scheme administrator. We carry out these checks before transferring to a scheme for the first time, as well as on a regular basis thereafter, should we receive further transfer requests.

Additional information we need from you

Please provide us with the following so that we can carry out additional checks:

- A copy of the Scheme Registration letter from HM Revenue & Customs (HMRC), including the date the scheme became registered and the Pension Scheme Tax Reference (PSTR) number
- A screen print taken from the Scheme Administrators pages of the HMRC online site providing scheme details
- The name and address of the sponsoring employer

- Whether Mr Smith is employed by the sponsoring employer, and if so, the date upon which he became employed. If Mr Smith is not employed by the sponsoring employer, please provide details of the scheme eligibility requirements that enables him to become a member of the scheme
- Evidence that the scheme has registered with The Pensions Regulator, as applicable
- A copy of any Deeds of Participation of Employers, as applicable
- Details of the scheme's investment providers
- A copy of the original Trust Deed and Rules, as well as any further amendments or revisions
- Evidence that the holder of the account which we are transferring money to, is authorised to hold client money
- A certified copy of a bank statement for the scheme's bank account where the transfer payment is to be made to. This statement should be dated within the last 3 months
 - If you are unable to provide us with a bank statement, we are able to accept one of the following:
 - > A void cheque
 - > A paying in slip
 - > A signed letter from the bank confirming the scheme's bank details (or certified copy)
- An authorised signatory list

We've also asked Mr Smith to send us some additional information. Once we've received the information that we need from you and Mr Smith, we'll complete our checks. Until these are complete, the transfer will remain on hold and Mr Smith's fund will continue to be invested in his Curtis Banks plan.

If you have any questions, please get in touch.

Yours faithfully



Transfers Out Team

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