



Workplace Pension Trustees

CLARITY, TRUST & INDEPENDENCE

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Clare Neville-Dove
American Express UK Pension Plan
Administered by Conduent HR Services (Bristol)
PO Box 319
Mitcheldean
Gloucestershire
GL14 9BF

08th August 2018

Dear Clare,

Elljess Investments Ltd Executive Pension Scheme – Mrs Lisa J Jones
Your Ref: Amex / 55802
Case ID: 1278037
National Insurance Number: NA373920B
Date of Birth: 16 October 1962

We are writing in the capacity of Independent Trustee to Elljess Investments Ltd Executive Pension Scheme and we have taken over the administration of the Scheme from the previous administrators, RSA Ltd. We enclose a copy of the Deed of appointment of Independent Trustee and a copy of the newly signed administration agreement.

Lisa Jones has received professional transfer analysis and advice specifically relating to the American Express UK Pension Plan which has been sent to you previously.

Lisa is in active employment and therefore has a statutory right to a pension transfer.

The statutory right to a transfer value is outlined as follows:

Within Chapter IV of Part 4ZA of the Pension Schemes Act 1993 (PSA 1993), section 93 sets out that the following conditions apply, in relation to any member of a personal pension scheme: - (i) they have accrued rights to benefit under the scheme (ii) their pensionable service must terminate at least one year before normal pension age; and (iii) no crystallisation event has occurred.

Section 94 of PSA 1993 provides that a member of an occupational or personal pension scheme has a right to a “cash equivalent transfer value” of any benefits which have accrued under the transferring arrangement.

Section 95(1) of PSA 1993 says that a cash equivalent transfer value can be taken by making an application in writing to the managers of the transferring arrangement requiring them to use the cash equivalent in one of several ways set out in subsequent paragraphs. In summary, and so far, as relevant, they are: for acquiring “transfer credits” in an occupational pension scheme which satisfies prescribed requirements and where the trustees or managers of the scheme are able and willing to accept the transfer.

The prescribed requirements under section 95(1) in relation to transfers from personal pensions are in the Personal Pension Schemes (Transfer Values) Regulations 1987. The relevant requirement being that

where the transferring scheme is registered under section 153 of the Finance Act 2004 the receiving scheme should also be registered under that section.

Lisa is 55, her date of birth is 16th October 1962. The other scheme member who has benefits currently within the Elljess Investments Ltd Executive Pension Scheme is turning 55 in September, his date of birth being 19th September 1963. Benefits can be accessed from age 55 and therefore there is no reason for concern regarding liberation of pension benefits before reaching age 55.

Below is a current snapshot of HMRC Pension Scheme online services under Workplace Pension Trustees Admin ID: A0145081 which shows the current scheme status as “Open”

The screenshot displays the HMRC Pension Schemes online service interface. The main content area is titled "Pension Schemes - View Current Scheme Details" and shows the following information:

- Current scheme details**
 - Pension Scheme Name: Elljess Investments Ltd Executive Pension Scheme
 - Deferred annuity contract / Retirement annuity contract made after 5 April 2006: No
 - Date scheme registered: 24 Jun 2015
 - Name of Scheme Administrator who submitted the application for registration: Registered Scheme Administrator Limited
- Registration**
 - Scheme status: Open
 - Sub-scheme: No
 - Pension scheme structure: Single
 - The scheme is an investment regulated pension scheme: Yes
 - Band of number of scheme members: 2-11
 - Registered for Relief at source: No
 - Occupational pension scheme: Yes
 - Country or Territory scheme established: United Kingdom

The left-hand navigation menu includes sections for "Your HMRC Services", "Pension Schemes", "Registration", "Scheme Administration", "Pension Service Notices for Scheme", "Reporting", and "Quick Links". The top of the page shows the HM Revenue & Customs logo and navigation links (Home, Contact us, Help, Sign out). The user name is identified as (A0145081) PSTR 00822333RA.

The following screen shot is a recent notification received for Elljess Investments Ltd Executive Pension Scheme to submit the annual pension scheme tax return to HMRC.

The screenshot shows a web browser window with the URL <https://pensionschemes.hmrc.gov.uk/psa/MaintNoticesViewNotice.asp>. The page header includes 'HM Revenue & Customs' and navigation links for 'Home', 'Contact us', 'Help', and 'Sign out'. The user name is '(A0145081)'. The main content area is titled 'Notice Details' and features a prominent heading: 'Notice to make a Pension Scheme Return For the year ended 05/04/2018'. Below this, contact information for 'Pension Schemes Services' is provided, including the address 'H M Revenue and Customs, BX9 1GH', telephone number '0300 123 1079', and fax number '03000 564 568'. The notice specifies the 'Pension Scheme Tax Reference' as 00822333RA and the 'Pension Scheme Name' as 'Elljess Investments Ltd Executive Pension Scheme'. It states that if audited accounts have been prepared for the period, a return should be made. The 'Time limits' section requires the return to be submitted by 31 January 2019, or 3 months after the notice is given, whichever is latest. A warning at the bottom states: 'You risk being charged penalties if you fail to file the Pension Scheme Return within the time limit, or you make an incorrect return.' The left sidebar contains a 'Your HMRC Services' menu with categories like 'Pension Schemes', 'Apply for Registration', 'Administration', 'Reporting', 'Individuals', and 'Quick Links'.

We would greatly appreciate acknowledgement of this correspondence and welcome any further questions you may have to aid in the decision to carry out our mutual clients request to transfer her benefits.

Yours Sincerely

Stacy Lunnon

Stacy Lunnon
Workplace Pension Trustees