Geoffrey Jones

Marchants Barn

Marchants Close

Hurstpierpoint

Hassocks

West Sussex

BN6 9UZ

Clare Neville-Dove

American Express UK Pension Plan

Administered by Conduent HR Services (Bristol)

PO Box 319

Mitcheldean

Gloucestershire

GL14 9BF

25th July 2019

Dear Clare,

**Elljess Investments Ltd Executive Pension Scheme**

**Mrs Lisa J Jones**

**Date of Birth: 16 October 1962**

**National Insurance Number: NA373920B**

**Your Ref: Amex / 55802**

**Case ID: 1278037**

I am writing to confirm that I have been appointed as scheme administrator to Elljess Investments Ltd Executive Pension Scheme. The previous administrators Workplace Pension Trustees have been removed.

The existing trustee of Elljess Investments Ltd Executive Pension Scheme, Lisa Jones, wishes to transfer her existing policy with you as detailed above into Elljess Investments Ltd Executive Pension Scheme.

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

Please find enclosed with this letter:

1. A copy of the signed administration agreement.
2. HMRC online screen shots x 3 showing the current scheme details with the PSTR number, detailing the scheme as ‘Open’ and the administrator id A0150299, Geoffrey Owen Jones as the administrator.

Please may you arrange for Lisa’s transfer to be processed as quickly as possible please to:

**Bank Account:** **Elljess Investments Ltd Executive Pension Scheme**

**Sort Code: 23-83-96**

**Account Number: 04919088**

I would be very grateful if you may acknowledge receipt of this letter and confirm as soon as possible when the transfer of Lisa’s benefits will be completed.

Should you have any queries, please do not hesitate to contact me, and I look forward to hearing from you.

Yours Sincerely

Mr. Geoffrey Jones

Scheme Administrator