Mrs Lisa Jones

Marchants Barn

Little Park Farm

Marchants Close

Hurstpierpoint

Hassocs

West Sussex BN6 9UZ

Clare Neville-Dove

American Express UK Pension Plan

Administered by Conduent HR Services

Building 12, Unit D

Vantage Point Business Village

Mitcheldean

Gloucestershire GL17 0DD

07 February 2018

By 1st Class Recorded Post

Dear Clare,

**Elljess Investments Ltd Executive Pension Scheme – Mrs Lisa J Jones**

**Your Ref: Amex / 55802**

**National Insurance Number: NA373920B  
Date of Birth: 16 October 1962**

Please accept this letter as my authority for American Express UK Pension Plan Administered by Conduent HR Services to proceed with the transfer of the above policy as a matter of urgency to Elljess Investments Ltd Executive Pension Scheme, administered by Registered Scheme Administrator, Vancouver House, 111 Hagley Road, Edgbaston, Birmingham B16 8LB.

I confirm that Registered Scheme Administrator is a co-signatory to the pension scheme bank account and that I cannot remove them.

I can confirm that I am not using this pension scheme for pension liberation.

Please deal directly with Registered Scheme Administrator on my pension transfer going forward.

Please may this transfer be resolved as a matter of urgency. It is unacceptable that we have been chasing for months.

Yours Sincerely

Mrs Lisa Jones