

Aviva Life & Pensions UK Limited
PO Box 1550
Salisbury
SP1 2TW

5th December 2022

Plan Number: F46043/63159
Planholder Name: Mrs. Sijabulile Nyirongo

Dear Sir/Madam,

Please find enclosed a completed application from **Mrs. Sijabulile Nyirongo** to transfer his pension out, together with the following documents:

1. Pension Transfer Out Form
2. Establishing Trust Deed
3. Scheme Rules
4. Tax Registration Certificate
5. HMRC Confirmation
6. Scheme Bank Statement
7. Metro Bank Account Details
8. Company Letter confirming Participation & Employment
9. Company Letter confirming Registration & Contributions
10. September – December 2022 salary slips
11. 3 months bank statements
12. Letter of Authority

Please be advised that the Planholder uses her business current account for the personal purposes.

I would be most grateful if you may process **Mrs. Sijabulile Nyirongo** request at your earliest convenience. Should you require any further information, please do not hesitate to contact us.

Yours Sincerely,



Vikki Whitby
Scheme Administrator