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Private & Confidential
Joval Dairy Relief Services Ltd Pension Scheme
C/o Pensionpractitioner.com
Daws House
33-35 Daws Lane
London
NW7 4SD

8 July, 2015

Dear Sir/Madam

Policy Number(s): 611569688

Policy Holder : Mrs Valerie Inglis

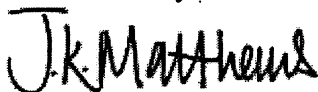
Thank you for the request to transfer the pension benefits for the above customer to the Joval Dairy Relief Services Ltd Pension Scheme. Following recent guidance from the Pension Ombudsman, we are required to conduct detailed due diligence checks before making the transfer. We need to be satisfied that the customer has a statutory right to transfer to the Pension Scheme.

Can you therefore please provide the following information for review?-

- Documentary evidence of the administrators registration with The Pension Regulator.
- A copy of any administration agreement.
- Confirmation of the nature of the scheme (e.g. Occupational Pension Scheme, Self Invested Personal Pensions, Small Self Administered Scheme, etc) and provide a copy of the prospectus/explanatory booklet provided to prospective members.
- Details of the schemes investment service providers.
- If the scheme is a SIPP (Self Invested Personal Pensions) please provide proof that the provider/scheme is registered with the FSA/FCA.
- If the scheme is a SSAS (Small Self Administered Scheme) or an Occupational Pension Scheme, details of who is acting as Trustee.
- If the scheme is a SSAS or Occupational Pension Scheme, documentary evidence that the customer's employer participates in and makes contributions to the scheme.

Following the recent guidance from the Pension Ombudsman, we will be unable to action this pension transfer request if we do not receive everything we require to complete the required due diligence and to confirm that the scheme is a valid HMRC registered scheme. Please could you therefore supply everything we have requested within 2 weeks from the date of this letter.

Yours sincerely



Jackie Matthews
Customer Services Manager