Aviva  
PO Box 520

Norwich  
NR1 3WG

01/07/2019

Dear Sirs,

**Plan number: TK10249464  
Plan holder name: David Hughes**

Please find enclosed signed transfer out form to allow for the transfer of the above policy to MGI 2 Pension Fund (PSTR Number: 00817010RJ)

I also enclose the following documents to support the application:

* Copy of the tax registration letter issued by HMRC
* Copy of the Trust Deed establishing the scheme
* Copy of Trust Deed and Rules governing the scheme at present
* Deed of Appointment of David Hughes as Trustee

The transfer should be made by BACS to the account details provided below:

Bank Name: Allied Irish Bank (GB)  
Account Name: MGI 2 Pension Fund  
Account Number: 04919088

Sort Code: 23-83-96

Ref: David Hughes

Should you require anything further to be able to proceed with the transfer, please advise me accordingly.

Yours faithfully