

**Scottish Widows  
Retirement Account Team  
PO Box 24169  
69 Morrison Street  
EDINBURGH  
EH31HH**

17<sup>th</sup> May 2023

Client name: **Nicola Steele**  
Pension Company Policy/Plan Number: **41418735**

To Whom it may concern,

Please find enclosed a completed application from Nicola Steele to transfer her pension out, together with the following documents:

1. Pension Transfer Out Form
2. Trust Deed
3. Scheme Rules
4. Authority Letter
5. Company Employment Letter
6. Company Contributions Schedule letter
7. HMRC Tax Registration Letter
8. HMRC Screenshot
9. SSAS Bank account details
10. SSAS Bank Statement
11. Payslip (Annual)
12. Personal bank statements
13. Members Guide

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

Yours Sincerely



Lisa Welton  
Scheme Administrator