

## Private & Confidential

RC Administration Limited  
1A Park Lane  
Poynton  
Cheshire  
SK12 1RD

► *Action needed*

16 November 2022

Dear Sir or Madam

## Pension transfer request

**Customer name:** Mr Andrew Rafter

**Your reference:** 20006586RH

**Your scheme name:** Rafter Family Pensions

We have received a request to transfer Mr Rafter's account to a scheme administered by you. If you haven't already, please send us the following:

### For all schemes

- The scheme rules.
- Your Pension Regulator's registration certificate.
- Your HMRC certificate.
- The scheme Key Features document or Member's Booklet.
- Confirmation of whether you carry out due diligence on investments to protect members from investment fraud.

### For trust based schemes

- A copy of the establishing deed and any deeds of amendment.

### For contract based schemes

- The scheme Terms and Conditions

### For occupational schemes

- Details of the sponsoring employer.

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PO Box 10994  
Wigston, LE18 9JB

T: 0808 171 2626

E: ask@quilter.com

W: platform.quilter.com

## While we are waiting for this information

The transfer will be on hold while we carry out these checks. Please send all the information I've asked for, in writing, as soon as possible.

We will contact Mr Rafter to make them aware of the possible delay to the transfer.

## What you need to do next

If you have any questions about this letter, you can call or email us using the details shown and we will be happy to help. Our Customer Service Centre is open 8:30am – 5:30pm, Monday to Friday.

Yours sincerely



**Anthony Scammell**

*UK Operations Director*

We have made a copy of this letter available for your authorised financial adviser to view online