

Ms G Stuliglowa
Pension Practitioner
Daws House
33-35 Daws Lane
London
NW7 4SD

19 February 2016

Dear Georgina

RE: Sellec Pension Fund

Please find enclosed the 2 letters from Stephen Hoole requesting that you transfer his Pheonix Life policy (0302135271/001) into the Sellec Pension Fund SSAS.

Also enclosed are the relevant transfer forms. I would appreciate it if you could complete the form and send this to Pheonix Life for processing.

If you have any queries please feel free to contact me.

Yours sincerely



Rhianna Noble
Administration apprentice

**The Observatory
Rock Mount
402 Fulwood Road
Sheffield
S10 3GD**

**Pension Practitioner
Daws House
33-35 Daws Lane
London
NW7 4SD**

10 February 2016

Dear Sirs

RE: Sellec Pension Fund

Please accept this letter as my authority to transfer my Phoenix policy (0302135271/001) to the Sellec Pension Fund SSAS.

I have enclosed the appropriate forms to enable you to complete this.

If you have any queries please feel free to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. Hoole', written over the typed name.

Stephen Hoole

Transfer Out Section
Phoenix Life
PO Box 1243
Peterborough
PE2 2LD

Stephen Hoole
The Observatory
Rock Mount
402 Fulwood Road
Sheffield
S10 3GD

17 February 2016

Dear Sirs,

Re: Transfer to Sellec Pension Fund

Member: Stephen Hoole
Date of birth: 8th July 1958
National Insurance Number: YZ898578B
Plan or Policy Number: 0302135271/001

Please accept this letter as my authority that I wish to proceed with the transfer of the above policy to the Sellec Pension Fund.

I confirm that Pension Practitioner .Com Limited is a co-signatory to the pension scheme bank account and that I cannot remove them.

I can confirm that I am not using this pension scheme for pension liberation.

Please deal directly with Pension Practitioner on my pension transfer going forward.

Please transfer the funds via BACS as already advised by Pension Practitioner. Com.

Thank you for your assistance.

Yours faithfully



Stephen Hoole

Transfer Discharge Form

To be completed by the planholder.

Planholder:

Mr Stephen Hoole

Plan number(s):

0302135271/001

I authorise Phoenix Life Limited to transfer the sum of **£57,137.84 not guaranteed** to:

Enter the full name and address of the pension provider or pension scheme which is to receive the transfer payment.

Provider/Scheme name:

SELLEC PENSION FUND

Provider/Scheme address:

PENSION PRACTITIONER
33-35 DAWNS LANE
LONDON
Postcode: NW4 4SD

IMPORTANT - Please tick the box if required

☐ Before acting upon these instructions, please warn me or my financial adviser (where applicable) if the transfer value has fallen by more than 5% from the figure quoted. I understand that, if this box is ticked and the value falls by more than 5% when the actual transfer is calculated, you will attempt to contact me by telephone on the daytime number provided below. If you are unable to contact me by telephone you will write to me. **I am aware that this will mean my transfer request will not be processed until I instruct Phoenix Life to proceed.**

Please provide a telephone number below which we can use to contact you between the hours of 8.30am and 5.30pm, Monday to Friday.

Preferred daytime contact number:

If your financial adviser is acting on your behalf please tick the box

☐ My financial adviser is dealing with my pension transfer on my behalf, I authorise you to act upon their/his instructions.

Planholder's declaration:

Please read this declaration carefully before signing it. If you believe one or more of the statements are not true in relation to the proposed transfer, and as a result you cannot sign the declaration, the transfer cannot proceed.

In relation to the plan(s) listed above, I hereby declare:

- I agree to, and request, the transfer of benefits as indicated above.
- I understand the transfer value is not guaranteed. It will be recalculated before the payment is made, and may be higher or lower than the amount shown above.
- I am the legal owner of the plan(s) and I am legally entitled to instruct Phoenix Life Limited to transfer the value. I have never been adjudged to be bankrupt and there are no court orders affecting my plan(s).
- I agree to the amendment of my plan(s), where required, to permit the transfer of benefits requested.
- I agree that full payment by Phoenix Life Limited of the transfer value in respect of the plan(s) arising from this form, is in discharge of Phoenix Life Limited's obligation to make payments on the plan(s). For the avoidance of doubt, this discharge shall not prohibit me from raising a claim relating to any act or omission by Phoenix Life Limited in relation to the plan(s).
- The policy document is enclosed/has been lost/not required due to partial transfer (**delete as applicable**).
- My National Insurance Number is:

Y 2 8 9 8 5 7 8 B

(We cannot make payment without this)

- I understand that if I have any entitlement under the Phoenix Life Limited plan(s) to a protected tax-free lump sum and/or a protected pension age these may be lost upon transfer.

Planholder's Signature:



Name: STEPHEN HOOLE

Date: 17/2/2016.

Please remember: The final transfer value may be higher or lower than the amount shown above.

The amount paid in respect of unit-linked or unitised investments will be the value of those investments on the day after we receive all the correctly completed transfer documentation.

Before signing, if you are unsure of any of the terms we have used, help is available by calling our Customer Contact Centre.

Please note, if the new agreement is cancelled with the scheme indicated above, Phoenix Life will not reinstate your benefits nor accept back the money transferred.

Transfer Questionnaire and Declaration

To be completed by Receiving Scheme.

WARNING - Failure to fully complete this form will delay payment.

Section 1 - Details of Transferring Scheme /Planholder

Scheme Name:

The Phoenix (RL) Personal Pension Scheme

Planholder Name:

Mr Stephen Hoole

Planholder date of birth:

08/07/1958

Planholder NI number:

YZ898578B

Plan number(s)

0302135271/001

SECTION 2 - Details of Receiving Scheme

Scheme Name:

SELLEC PENSION FUND

Scheme's HMRC registration or tax approval reference:

Please send us a copy of your tax approval letter or PSTR confirmation

Scheme administrators name:

PENSION PRACTITIONER

Scheme administrators address:

Address: DAWS HOUSE
33-35 DAWS LANE
LONDON

Postcode: NW7 4SD

Name of Contact (in case of enquiry):-

GEORGINA STULIGLOWA

Telephone Number:

0800 634 4862

Type of scheme - the scheme is a:
(Please tick the **one** relevant box)

- a) UK registered personal or stakeholder pension scheme. ☐
- b) UK registered occupational pension scheme, or a buy-out (deferred annuity) contract or a public service pension scheme. ☐
- c) Another UK registered pension scheme. Please provide full details of the scheme. ☐

Contracted out status

Is the scheme able to accept contracted out rights?

☐ Yes ☐ No

If 'Yes', the contracted out reference numbers are:

SCON S

and

ECON E

If Guaranteed Minimum Pension is to be provided, it will be revalued at:

%

Additional details

On what basis do benefits accrue in the receiving scheme/arrangement?

Money Purchase ☐ Defined Benefit ☐

If you have ticked (a) or (b) above, is the scheme

(i) A self-administered scheme?

☐ Yes ☐ No

(ii) An insured scheme?

☐ Yes ☐ No

Also, if you have ticked (b) above, is the scheme

(iii) A public service pension scheme as defined in s150(3) FA2004?

☐ Yes ☐ No

(iv) A buy-out (deferred annuity) contract?

☐ Yes ☐ No

If the scheme is an insured scheme, or a buy-out contract, we will usually make payment only to the life office insuring the scheme or contract.

SECTION 3 - Payee Details

a) If you are an insurer, would you prefer payment to be made by BACS?

☐ Yes ☐ No

If 'Yes', please provide us with details of the account into which you would like payment to be made, printed on your company's headed paper, and we will consider payment by BACS.

b) If you require payment by cheque, to whom should the transfer cheque be made payable?

This is the scheme / contract's

Administrator	<input type="checkbox"/>	Trustees	<input type="checkbox"/>
		Insurer	<input type="checkbox"/>

If you are neither the scheme's administrator nor trustees, and you are not the scheme's insurer, under what authority do you seek to receive the transfer payment?

c) Where should the cheque be sent?

Name:

Address:

Postcode:

SECTION 4 - Receiving Scheme Declaration

This section is NOT to be completed by the planholder

We hereby declare:

- a) We are willing to accept the transfer payment;
- b) The transfer payment will be used to provide relevant benefits under a UK registered pension scheme, in line with Part 4 of the Finance Act 2004;
- c) The information given in this questionnaire is complete and correct; and
- d) We hereby authorise HM Revenue & Customs to confirm our registered pension scheme status to Phoenix Life

Signed for and on behalf of the receiving scheme:

Please note: Phoenix Life Limited will not accept the return of the payment should the transfer not proceed.

Authorised signatory:

Name of signatory:

Position/Title of signatory:

Date signed:

Information for the Receiving Pension Scheme

Existing Arrangement Details

Plan holder name: Mr Stephen Hoole
Plan number: 0302135271/001
Contact Address: PO Box 1243
Peterborough
PE2 2LD
Plan Type: Personal Pension

The scheme is, or is deemed to be, a registered pension scheme in accordance with Part 4 of the Finance Act 2004.

IR reference or HMRC PSTR

00605469RX

Transfer Value as at 01/02/2016

Former protected rights :	£57,137.84
Total non-protected rights:	£0.00
Total transfer value:	£57,137.84

- The above figures are not guaranteed, and will be recalculated before the payment is made.

Additional transfer details

Are any rights resulting from a pension share included?	No
Are drawdown pension funds included?	No
Has any tax-free lump sum been paid in connection with the rights being transferred?	No
Are any of the rights being transferred subject to a pension earmarking or attachment order?	No
Would block transfer or scheme wind-up rules apply?	No
Has the planholder flexibly accessed pension rights which subject them to the money purchase annual allowance ?	No