The Co-operative Investments  
Technical Services Centre  
PO Box 4363  
Churchgate House  
56 Oxford Street  
Manchester. M61 0EE

**By First Class Recorded Delivery**

05 February 2015

Dear Sirs,

**Name: Mr William Hugh Murray  
National Insurance Number: NS774767A  
Date of Birth: 06-Mar-1970  
Policy Number: 8254814**  
  
Please find enclosed an application to transfer benefits to a registered pension scheme for our mutual customer.  
  
I also enclose the following items which also meet the current industry initiative on external pension transfers to authorised registered schemes.

1. Letter from HMRC confirming that this scheme has been registered under the new registration process and has met the declarations required for pension registration. You will note from their letter that we undertook “*that we do not entitle either directly or indirectly to any unauthorised payments from the plan. Further, that the plan is not being administered in a way that knowingly entitles any person to unauthorised benefits”*.
2. Pensions Regulator “scorpion letter” signed by the member confirming that they are not undertaking transfer for pension liberation.
3. Discharge and warranty forms.

These items fulfil the most current codes of practice also recommended by the Pensions Regulator and as such would you please settle this transfer payment.

The transfer payment should be made by **BACS** to the following account details:-

**Name of Bank: Metro Bank  
Account Name: TJM Retirement Plan  
Account Number: 16072079   
Sort Code: 23-05-80  
Reference: Transfer policy 8254814**

We confirm that we are a co-signatory to above account and the Trustees are unable to move any funds without our authority. This therefore protects the fund completely against any risks of pension liberation.

If you require any further documentation to be completed in order that the transfer can be concluded, please advise me accordingly.

Thank you in advance of your assistance

Yours faithfully

Emily McAlister  
**For PensionPractitioner.com**

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