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LANCING
BN15 8GB

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MR HG RAJAN
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Plan number:
M074068
Our reference:
**EPP/M074068/
WM30837766/JS**

31 October 2018

Dear Mr Rajan

The Broadway Travel Services (Wimbledon) Ltd PP – Hussein Ghulamali Rajan

Surrender request form

Thank you for your telephone call of 29 October 2018 requesting transfer discharge forms. Unfortunately, because this plan is a Trustee Investment Bond which is an investment-only policy that is an asset of another scheme, it is not possible to transfer out.

We do not make transfer payments directly from our policy to another scheme; we can however make a surrender of benefits to the trustees' bank account of the lead scheme. The trustees may then be able to make a transfer payment from the trustees' bank account, but you will need to arrange this. In the meantime, our surrender requirements are shown below.

We enclose a surrender request form that must be completed with the amount or percentage to be surrendered (from each policy and fund) and signed by all the trustees of the scheme. Once completed, please return the forms to us.

Also enclosed is a current fund and transfer value illustration.

The trustees' names are entered on the surrender request form on the basis of our current records (which may date back to the start of the investment). If the trustees have changed from those shown, please provide a copy of the documentation detailing the change(s). We will not be able to proceed with the surrender until we have this documentation.

Identification requirements

Please refer to the enclosed surrender request form for our identification requirements.

You may want to send the identity documents with the surrender request form to avoid any delays. **If you are unable to provide these documents please telephone us to discuss alternatives.**

If you do not send these identity documents and they are required, we will need to contact you again and this may delay payment.

Calls may be monitored or recorded for quality and security purposes

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As soon as we receive the identification documents and where applicable, name change documents, we'll verify these. Providing they're acceptable we'll proceed with the claim.

Identification documents we do not accept

Please note that we do not accept identity verification documents by email or fax. To satisfy our regulators, for address verification purposes we do not accept:

- any online documents (e.g. online utility bill, online bank statement, online council tax bill or online mortgage statement)
- mobile phone bills
- credit card statements
- TV licence

Assignment to a SIPP

Did you know that it is possible to assign the benefits under this policy to a SIPP?

If you are thinking of moving the benefits to a SIPP, it is possible to assign this policy without having to dis-invest the funds and suffer any market value reduction that may apply on surrender. If you wish Prudential to draft the appropriate deed to allow the assignment to take place please provide us with the following information:

- The names and addresses of the assigning plan trustees (along with any deeds of appointment and removal executed since the start of our policy)
- The name of the receiving scheme
- The names and addresses of the receiving scheme trustees
- The name (i.e. trust deed, declaration of trust) and date of the establishing document for the receiving scheme
- Copies of any supplemental deeds that may have been executed on the receiving scheme
- The HMRC reference number of the receiving scheme

Please note that once a policy has been fully surrendered we will charge for any backdated valuations as these will have to be produced manually.

How to get in touch with us

If you've got any questions, or if there's anything we can do to help, please get in touch. Please have the plan number(s) to hand when you contact us.

Post: Write to us at Prudential Customer Services, Lancing, BN15 8GB

Phone: 0370 150 4685 or + 44 178 688 8844 if phoning from abroad. Our lines are open between 9am and 5pm, Monday to Friday.

Fax: 0207 004 9991 or + 44 207 004 9991 if faxing from abroad.

Email: Send an email to EPP2-4@Prudential.co.uk

Yours sincerely



Tracy Harris
Customer Service Director

Enclosures:

- Surrender request form x 1
- CAP - Transfer value illustration x 1

Surrender request - Investment-only Executive Pension Plan

Pension Plan name: The Broadway Travel Services (Wimbledon) Ltd PP
Policy number: M074068
Member's name: Hussein Ghulamali Rajan

Please return the completed form to:

Prudential
EPP Mark 2-4
Lancing
BN15 8GB

We, being all the Trustees of the above named Pension Plan, hereby authorise and request you to cancel units attributable to the above numbered Executive Pension Plan Policy to the value indicated below from the following assurances. We understand that if you receive all of the relevant paperwork at your administration office by mid-day on a working day, you'll process it at the price determined later that day; if you receive it after mid-day, it'll be processed at the price determined the next working day. A working day is any day that the London Stock Exchange is open for dealings, and, at our discretion, any day on which it would normally be open but for a temporary closure.

Assurance Number	Investment Fund	Value or Percentage of Units to be cancelled from each Fund
E074070 000	With Profits	
R079463 000	Cash	
R702265 000	With Profits	
		<i>If this column is not completed, 100% will be assumed</i>

Please pay the proceeds of the units cancelled, in favour of the Trustees of the above named Pension Plan in accordance with the Payment Instructions.

Payment instruction

By Direct Credit to the trustees bank account (recommended method of payment)*: ☐

Bank or Building Society

Address of Bank or Building Society

Sort code

Account Number

Roll number (if applicable)

Account Holder(s) name

OR

Payment by cheque**: ☐

Payment by Telegraphic Transfer***: ☐
(For Telegraphic Transfer please tick here
and complete the bank details above).

*Direct Credit payments are usually credited to the receiving account 3-5-days after transfer by Prudential.

** Payment by cheque will normally take longer to credit an account than the recommended Direct Credit method.

*** For payment by telegraphic transfer there is a £20.00 administration fee. The fee of £20.00 will be deducted from the claim value before payment is made.

We may **not** require evidence of trustee identity to satisfy our regulatory requirements if you provide account details that either regular contributions have been paid from or an account that we have made payments into previously.

Identification requirements

We must check the identity of customers to comply with our regulatory requirements. These Regulations help to prevent criminals using financial products and services to launder money. They also protect you from criminals who might try to use your identity. By us carrying out checks and you giving us proof of identification we're helping to stop them.

If you provide account details that either regular contributions have been paid from or an account that we have made payments into previously, we may not require evidence of identity.

If we are not familiar with the account details you provide, we may issue a cheque payment or ask you to provide identity documentation.

You may want to send us identity documents with the claim form to speed up the process.

We need one item from Group A and one item from Group B below for each individual trustee.

If you are unable to provide any of these documents, please telephone us to discuss alternatives.

Group A – Evidence of full name and either address or date of birth	Group B – Evidence of full name and current home address
<ul style="list-style-type: none">• A clear copy of a valid signed passport OR <ul style="list-style-type: none">• A clear copy of a valid photo card driving licence (full or provisional)/ Valid old style full UK driving licence	<ul style="list-style-type: none">• A clear copy of a current* utility bill or evidence that shows current address (bank statement, solicitor's letter, council tax bill, mortgage statement, pension statement, HM Revenue & Customs letter or Department for Work & Pensions letter) <p>To satisfy our regulators, we cannot accept online utility bills/bank statements.</p> <p>* Definition of current, would be within the last six months.</p>

We declare that, at the date that this authority is signed, we are all the Trustees of the above named Pension Plan. We agree that your compliance with these instructions shall be a full and complete discharge of Prudential's liabilities in respect of the units hereby surrendered.

Signature of all trustees	*Name, address and D.O.B. of all individual trustees	
Signature	Mr Mustapha Ghulamali Rajan (D.O.B.) __ / __ / ____ Address: Postcode:	Date
Signature	Mr Hasnain Ghulamali Rajan (D.O.B.) __ / __ / ____ Address: Postcode:	Date
Signature	Mr Hussein Ghulamali Rajan (D.O.B.) __ / __ / ____ Address: Postcode:	Date

***N.B.** Address and Date of Birth (D.O.B) details are required for identity verification procedures. Failure to provide these details may lead to a delay in payment.

NOTE: *The trustees' names are entered above on the basis of our current records (which may date back to the start of the investment). If the trustees have changed from those shown above, please provide a copy of the documentation detailing the change(s) when you return this form.*

Call us on
0370 150 4685
9am to 5pm - Mon to Fri
or fax us on 0207 004 9991
Calls are charged at national rates

Your Plan Name: **The Broadway Travel Services (Wimbledon) Ltd PP**
Your Plan Number: **M074068**
Your Plan: **Executive Pension Plan**
Your Contract Number: **J95026902**
Statement Date: **30 October 2018**



TRANSFER VALUE ILLUSTRATION FOR YOUR EXECUTIVE PENSION PLAN

PWF

Here is your transfer value illustration. It shows the current value and an illustration of the transfer value for your Plan.

Please read it with your Plan documents and any product literature.

Please keep it in a safe place with your other Plan documents.

YOUR TRANSFER VALUE SUMMARY

Prepared for Hussein Ghulamali Rajan

YOUR PLAN

Plan Name	The Broadway Travel Services (Wimbledon) Ltd PP
Your Contract number	J95026902
Date of calculation	30 October 2018

YOUR TRANSFER VALUE

Policy Number	Premium type	Fund Name	Number of units held	Unit Price (Pence)	Current fund value	Transfer value
E074070000	Regular	L/TERM WITH PROFITS	6556.875	510.01	£33,440.72	£65,137.81
Total values					£33,440.72	£65,137.81
R079463000	Transfer	CASH	671.169	450.10	£3,020.93	£3,020.93
Total values					£3,020.93	£3,020.93
R702265000	Single	L/TERM WITH PROFITS	930.060	510.01	£4,743.40	£10,764.91
Total values					£4,743.40	£10,764.91
Total value of contract					£41,205.05	£78,923.65
Total net transfer value of the contract						£78,923.65

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