Mercer Limited
Westgate House
52 Westagte
Chichester
West Sussex
PO19 3HF

**By First Class Recorded Delivery**

01 April 2015

Dear Sirs/Madam

**Name: Mr John Samuel Lodge
National Insurance Number: NP091212D
Date of Birth: 13 May 1967
Arriva London North and Arriva London South Pension Scheme**

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. A print out from the HMRC website 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 the registration process we have undertaken “*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. The HMRC 12 point questionnaire requesting information to satisfy Pensions Liberation concerns and our reply letter.
3. The Schemes Trust Deed and Rules
4. Discharge and warranty forms.
5. A signed copy of the Pensions Regulator’s Scorpion Letter.

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.

Please find the clients original Birth and Marriage Certificates enclosed. Can you please return them by First Class Recorded Delivery directly to the client:

John Lodge

127 Malmstone Avenue

Merstham

Redhill

RH1 3JH

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

**Name of Bank:  Metro Bank
Account Name: Trimix Ltd Pension Scheme
Account Number: 15625643
Sort Code: 23-05-80**

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

Gina Reidy
**For PensionPractitioner.com**

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