

Pension Practitioner.Com Ltd
Daws House
33-35 Daws Lane
London
NW7 4SD

10 January 2014

Scheme member's name: Nigel Alan Hoban
Scheme name: Hammerhead Television Facilities
Ltd Retirement Benefits Scheme

Policy number: 7875897

Phone: 0845 366 1644

Our reference: TMO / EP / RET / GS

Fax number: 01732 425 424

Approaching Retirement letter

Dear Sirs

Our records show that Mr N A Hoban is due to retire on 12 April 2014.

As this member is now approaching their selected retirement date I enclose the letter and the necessary forms for you to forward onto your client for completion.

If you have any queries or require more information, please call the number at the top of this letter. Our Customer Service Team is available from 8:30am to 5:30pm, Monday to Friday.

Yours faithfully

Traditional Money Out

The Trustees of The Hammerhead Television
Facilities Ltd Retirement Benefits Scheme

10 January 2014

Scheme member's name: Nigel Alan Hoban
Scheme name: Hammerhead Television Facilities
Ltd Retirement Benefits Scheme

Policy number: 7875897

Phone: 0845 366 1644

Our reference: TMO/EP/SCHEMES/ GS

Fax number: 01732 425 424

Dear Sirs

Our records show that this policy has a maturity date of 12 April 2014. I now enclose the following items that will enable the policy proceeds to be returned to the Trustees at that time:

- an illustration of the benefits at the maturity date (please note that a reduction may apply if surrendering before the maturity date); and
- surrender request form.

The fund available is based on current unit prices and cannot therefore be guaranteed. The actual surrender value will be determined according to the unit prices at the actual date of surrender, and in accordance with the terms applicable on discontinuance of the contract, as stated in the policy booklet.

In order for us to process the surrender, please also send us the following documents along with the request form:

1. The original policy document.
2. A copy of the latest signed and dated Trust Deed.
3. A copy of the current authorised signatories list for any Special, Individual or Corporate Trustees or Scheme Administrator, as appropriate.
4. Completed Trustee Identity Verification forms or full identity verification documents (please read the "Anti-Money Laundering requirements").

The 'Action Date' for the surrender will be the working day following receipt of all these items.

Please note as this is an 'investment only' arrangement, Friends Life will not be responsible for ensuring the resulting benefits are within Revenue limits.

If you have any queries regarding this, please do not hesitate to contact our help desk on the number shown above. Please note that this line is open from 8.30am to 5.30pm, Monday to Friday.

Yours Faithfully

On behalf of the Operations Department

IMPORTANT INFORMATION

The Financial Conduct Authority has set standard growth rates of 5%, 7% and 9% for long-term projections for investments which typically have a high equity content, and require us to use lower rates for other investments.

The illustrations enclosed state that the growth rates used are either the standard rates (5%, 7% and 9%) or, where you are invested in the Friends Life FLAS With Profits Fund, 4%, 6% and 8%. Please ignore this statement.

We have used lower growth rates than the standard rates where we consider that the use of the standard rates might overstate the investment potential. These growth rates are based on the particular fund(s) in which you are invested and are shown in the illustration.

If you switch into different funds in the future, different growth rates may become more appropriate.

Please note that the growth rates are based on long-term investment returns and do not necessarily reflect returns available over the short term.

ILLUSTRATION OF RETIREMENT BENEFITS

This Illustration must be read in conjunction with the attached notes

SCHEME	HAMMERHEAD TELEVISION FACILITIES LTD RETIREMENT BENEFITS SCHEME		
MEMBER	N A Hoban	Date of birth	12-04-1949
MEMBER'S SPOUSE	J E Hoban	Date of birth	08-06-1951
SELECTED RETIREMENT DATE	12-04-2014	Contract No.	7875897

PREMIUM ASSUMPTIONS	Annual premiums of £3000.00 are paid up to and including that due on 31-03-1991
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BENEFITS ON DEATH BEFORE YOUR RETIREMENT DATE

The benefits payable will be the bid value of the units at the time of death. Based on units attaching to the contract on 09-01-2014 , and based on prices on this date, this would be £ 8875.14.

PROJECTED FUND AT RETIREMENT AND BENEFITS THAT COULD BE PROVIDED			
HIGHER GROWTH RATE		(9.00 %)	
	PROJECTED FUND at the retirement date	£	8940.00
	This could be used to secure:		
A.	PERSONAL PENSION per annum	£	456.00
	SPOUSE'S PENSION per annum	£	0.00
MIDDLE GROWTH RATE		(7.00 %)	
	PROJECTED FUND at the retirement date	£	8900.00
	This could be used to secure:		
A.	PERSONAL PENSION per annum	£	454.00
	SPOUSE'S PENSION per annum	£	0.00
LOWER GROWTH RATE		(5.00 %)	
	PROJECTED FUND at the retirement date	£	8860.00
	This could be used to secure:		
A.	PERSONAL PENSION per annum	£	452.00
	SPOUSE'S PENSION per annum	£	0.00

The pensions will not increase during the course of payment.

These figures are only examples and are not guaranteed - they are not minimum or maximum amounts. The amount you will get back depends on how your investments grow. You could get back more or less than this.

Most firms use growth rates of 5%, 7%, and 9% in illustrations but their charges vary. However lower growth rates must be used where they more closely reflect potential contract returns. Your illustration uses standard growth rates.

All firms use the same rates to show how funds may be converted into pension income.

Do not forget that inflation would reduce what you could buy in the future with the amounts shown.

Your pension income will depend on how your investments grow and on interest rates at the time you retire.

Exd:

ILLUSTRATION NOTES

To be read in conjunction with quotation Ref. EPS/2/GS/01091418

- This illustration has been produced on the assumption that the scheme rules have the flexibility to allow for benefits to be paid in this format including the ability to provide a non-increasing pension.
- In determining the projected fund we have taken into account the current value of the policy based on unit prices at the date of the illustration and calculated in accordance with the policy provisions.
- The projected funds have been determined on assumed growth rates each year as shown on the Illustration.
- Pension benefits have been determined on the assumption that Friends Life's current annuity rates remain unaltered.
- All pensions are payable in equal monthly instalments and are guaranteed for 5 years.
- The personal pension will commence on the retirement date and continue for the rest of the member's lifetime. If however, death occurs before 5 years pension has been paid, payments will continue for the remainder of the 5 year period.
- If the date of birth of the member or spouse are incorrect please arrange for Friends Life to be notified. The pensions shown assume that the member remains married to the spouse whose details are shown on illustration.
- The illustration includes an allowance for the Monthly Administration Charge based on the current level increasing at
 - 4.50 % per annum for the higher growth rate
 - 2.50 % per annum for the middle growth rate
 - 0.50 % per annum for the lower growth rate
- At retirement, the form in which the retirement benefits are taken may be varied within the terms of the Rules governing the scheme.

Tax-free cash sum

When you retire you may be able to take up to one quarter of your fund as a tax-free cash sum. The rest of your fund must be used to provide pension benefits.

If you were a member of an occupational scheme before 6 April 2006, in certain circumstances you may be entitled to a higher amount. Details can be provided on request.

Lifetime allowance

When benefits are taken (or you reach age 75 if earlier) the value of the benefits will be compared with your remaining Lifetime Allowance. If the value of the benefits is greater than your Lifetime Allowance the excess will be subject to a tax, the Lifetime Allowance Charge.

From 6 April 2012 the Lifetime Allowance is £1.5m.

Please note the Lifetime Allowance will be reducing to £1.25m from 6 April 2014. If you already have enhanced, primary or fixed protection you will be unaffected by the reduction in Lifetime Allowance.

If you don't already have this protection you can apply to HM Revenue & Customs for a new form of protection called "fixed protection 2014". You will need to formally apply to HM Revenue & Customs for this protection by 5th April 2014. This will protect pension savings up to £1.5m. There are a number of conditions that need to be met to retain "fixed protection 2014" after it has been granted. For example, no new contributions can be paid and you will not be able to set up a new pension arrangement under a registered pension scheme unless it is to receive a transfer of existing pension rights.

Should you die before you take your benefits, any lump sum benefits payable up to the Lifetime Allowance applicable at the time of your death, should be exempt from the Lifetime Allowance Charge.

Annual allowance

The Annual Allowance from 6th April 2011 is £50,000.

If the total contribution to all your pension plans (including contributions made by your employer) in a year is more than the Annual Allowance then you may be taxed on the excess.

Under legislation effective from the 6th April 2011, you may be able to take into account any unused Annual Allowance from the previous three years.

You can only claim tax relief on contributions to all your pension plans which are not more than your UK taxable earnings (or on £3600 if your earnings are less than this).

If your employer contributes to your pension plan they will also be able to claim tax relief although any large contributions may be spread over more than one year.

Trustee Identity Verification

To satisfy requirements under current Anti-Money Laundering legislation, we need proof of identity and address for the new owner(s), new trustee(s) or the person(s) appointed under a Power of Attorney.

Scheme name	Hammerhead Television Facilities Ltd Retirement Benefits Scheme
Scheme number	5075

Anti-Money Laundering

To comply with anti-money laundering requirements, we may verify your identity by carrying out an online check with a reference agency. Friends Life offers this service as part of its commitment to treat its customers fairly and to make it easier for you to do business with us. The agency will add a note to your reference file to show that an identity check has been made. Friends Life will not share the results of any electronic verification checks carried out by its chosen reference agency with any third parties. If successful, a copy of the results will be held on our systems to evidence that your identity has been verified.

Please complete your current address and date of birth below and sign the form to confirm that you have been made aware that Friends Life may perform this check.

If this form is not signed and returned, additional confirmation of verification of identity will be required by Friends Life, see attached Anti-Money Laundering Requirements Checklist.

Please fill in			
Your current address			
Your date of birth			
Signature of Trustee			
Name in full		Date	

Once the form is completed please return to:

TMO/EP/RET
Friends Life
PO Box 1810
Bristol
BS99 5SN

Our Ref: TMO/EP/RET/GS

ANTI-MONEY LAUNDERING REQUIREMENTS CHECKLIST

To satisfy requirements under current Anti-Money Laundering legislation, we need proof of identity and address for the owner(s), trustee(s) or the person(s) appointed under a Power of Attorney.

For individuals who are ordinarily resident in the **UK** or who are ordinarily resident in **Friends Life deemed comparable jurisdictions** (see the list of countries shown below), the following documents are acceptable.

If you can provide one of the following Government-issued photo documents, nothing further is required.

- Current signed passport UK/EC or Non UK/EC
- Current Photo-Card driving licence – full or provisional
- Current Firearms/Shotgun Certificate
- Northern Ireland Electoral ID Card
- National ID Card
- Young persons PASS card

If you cannot provide one of the above mentioned Government-issued photo documents, we will require two separate documents, one from each column shown below.

Government-issued non-photo document

- Valid non photo Driving Licence – old style Provisional Licences are **not** acceptable
- Evidence of entitlement to state benefit or state pension that **must** be dated within the last 12 months
- Evidence of local authority funded benefit that **must** be dated within the last 12 months
- Evidence of Tax Credit that **must** be dated within the last 12 months
- Evidence of educational or other grant that **must** be dated within the last 12 months

Other (not printed from the Internet)

- Valid non photo Driving Licence – old style Provisional Licences are **not** acceptable
- Instrument of a court appointment (such as a Grant of Probate)
- Council Tax demand or statement for the current year
- Current UK/Friends Life comparable jurisdiction bank statement that **must** be dated within the last 6 months **(Credit Card statements are NOT acceptable)**
- Gas, Electricity or Water Bill that **must** be dated within the last 6 months
- Document from Financial Conduct Authority regulated product provider **
- HMRC correspondence detailing name, address and permanent NI number **
- Evidence of entitlement to state benefit or state pension **
- Evidence of local authority funded benefit
- Evidence of Tax Credit **
- Evidence of educational or other grant **

** Must be dated within the last 12 months.

Friends Life Deemed Comparable Jurisdictions

Australia	Austria	Belgium	Bulgaria	Canada
Cyprus	Czech Republic	Denmark	Estonia	Finland
France	Germany	Gibraltar	Greece	Guernsey
Iceland	Ireland	Italy	Isle of Man	Jersey
Latvia	Lithuania	Luxembourg	Malta	Netherlands
New Zealand	Norway	Poland	Portugal	Slovakia
Slovenia	Spain	Sweden	Switzerland	United States of America

***** See further details overleaf for specific requirements for residents of other countries *****

IMPORTANT WARNING

Because of the potential risk of interception or loss of important documents, please do not send us any original documents. See "certification of copy documents" overleaf.

Checklist 290610

Friends Life Services Limited, PO Box 1810, Bristol, BS99 5SN. Telephone: 0117 989 9000

Friends Life Services Limited. An incorporated company limited by shares and registered in England and Wales, number 3424940. Registered office: Pixham End, Dorking, Surrey, RH4 1QA.

Authorised and regulated by the Financial Conduct Authority. Telephone calls may be recorded.

Friends Life is a registered trade mark of the Friends Life group.

ANTI-MONEY LAUNDERING REQUIREMENTS CHECKLIST

Certification of copy documents

Please send certified copies of documents. Copies must be certified by a person practising in one of the following professions.

Retired persons or family members cannot certify documents.

- | | | |
|---|------------------------------------|--|
| ▪ Chartered Accountant | ▪ General Practitioner (GP), | ▪ Nurse (NHS) |
| ▪ Bank or Building Society Official (e.g. counter staff, manager etc) | Consultant or Medical Professional | ▪ Officer of the Armed Services (active) |
| ▪ Barrister | ▪ Justice of the Peace | ▪ Police or Customs Officer |
| ▪ Civil Servant (permanent) | ▪ Member of Parliament | ▪ Postmaster or Sub Postmaster |
| ▪ Commissioner of Oaths | ▪ Minister of recognised religion | ▪ Social Worker |
| ▪ Councillor (Local or County) | | ▪ Solicitor |
| ▪ Financial Adviser (regulated by Financial Conduct Authority) | | ▪ Teacher or lecturer |

How documents must be certified - Copy documents must be marked “original seen” and must be **dated** and **signed**. The copy documents must include the **full name and address and/or telephone number of the person certifying the documents and must also include details of their practicing profession**. It is not acceptable for documents to be certified by retired professional or merely signed for and on behalf of a partnership or firm – e.g. If a solicitor merely affixes their stamp to a copy document and signs using the firm’s name, it is not acceptable. These certified documents may be retained by Friends Life

Power of Attorney

- Where two or more Attorneys have been appointed to act jointly, we require proof of identity for all of the Attorneys. No dealings with the policy will be permitted until we have received satisfactory proof of identity for all of the Attorneys.
- Where two or more Attorneys have been appointed to act jointly and severally, we still require proof of identity for all of the Attorneys. Until we have received satisfactory proof of identity for all of the Attorneys we will only be able to take instructions from those Attorneys who have provided satisfactory proof of identity.

Solicitor appointed to act under Power of Attorney or as a Trustee

- Where the Power of Attorney/Trust Deed shows the Attorney’s/Trustee’s home address, we would treat this as being an appointment of the solicitor in a personal capacity and we require proof of his/her identity and verification of his/her **home** address.
- Where the Power of Attorney/Trust Deed shows the Attorney’s/Trustee’s business address, we would treat this as being an appointment of the solicitor in a professional capacity and we require proof of his/her identity and verification of his/her **business** address. A certified copy of the solicitor’s Practising Certificate can be used as proof of identity and address where the solicitor is acting in a professional capacity.

Assignment of a policy to Trustees of an existing Trust

Where a policy is being assigned to the Trustees of an existing Trust, **a certified copy of the Trust Instrument must be forwarded to Friends Life**, together with proof of identity for the individual trustees as set out overleaf.

Proof of identity requirements for individuals who are resident in countries other than Friends Life deemed comparable jurisdictions

Friends Life require a certified copy of the individual’s passport **and** correspondence or a statement from a financial institution showing the residential address that must be dated within the last 6 months. If the document from a financial institution shows a PO Box number we also require a Utility Bill (e.g. Gas, Electricity, Water or Telephone) dated within the last 6 months that shows the residential address.

As mentioned earlier, original documents must not be sent. Please send certified copies of the relevant documents – **please note that for residents of countries other than Friends Life deemed comparable jurisdictions, copy documents must be certified by a Lawyer or by the Embassy, Consulate or High Commission of the country of issue**. Certified copies will be retained by Friends Life and cannot be returned.

Checklist 290610

Friends Life Services Limited, PO Box 1810, Bristol, BS99 5SN. Telephone: 0117 989 9000

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ANTI-MONEY LAUNDERING REQUIREMENTS CHECKLIST

Proof of Identity for a Limited Company where the Limited Company is registered in an Friends Life deemed comparable jurisdiction. (Assignment of a policy to a Ltd Company or an appointment of a Ltd Company as Trustee or POA)

If the policy is being assigned to a Limited Company or if a Limited company is being appointed as Trustee or Done under a Power of Attorney, we need proof of identity of Friends Life Limited concerned, unless the Financial Conduct Authority regulates Friends Life Limited.

Please send written confirmation of Friends Life Limited's: -

- Registered number
- Full registered corporate name
- Registered address and any separate operating or trading addresses
- List of directors names
- List of owners or shareholders names
- Individual proof of identity for all shareholders who own 25% or more of the current shares.

For a Company that is regulated by the Financial Conduct Authority (FCA), all we require is details of the Company's Financial Services Register Number.

Surrender Form Checklist

Please ensure that this checklist is completed and returned together with our surrender form and the other requested items.

- ☐ Has the surrender form been completed fully?
- ☐ Have all signatories signed the surrender form and provided all the required information?
- ☐ Is a copy of the latest trust deed enclosed (to enable us to perform security checks to ensure the correct signatories have signed)?
- ☐ Is a copy of the authorised signatory list enclosed (if applicable)?

Anti-Money Laundering requirements

It is a requirement that **all** Trustees are verified. Friends Life may do this by carrying out an online check with a reference agency. The agency will add a note to the individual's credit file to show that an identity check has been made, but this information will not be available to any third parties and will not affect their credit rating. Please complete the Trustee Identity Verification form for each Trustee.

If any Trustee does not want the online check done or is not resident in the UK, full identity verification documents must be provided. Please refer to the Anti-Money Laundering Requirements Checklist attached to the Trustee Identity Verification form.

Friends Life, PO Box 1810, Bristol, BS99 5SN. Telephone: 0117 989 9000.

Friends Life Services Limited. An incorporated company limited by shares and registered in England and Wales number 3424940. Registered office: Pixham End, Dorking, Surrey RH4 1QA. Authorised and regulated by the Financial Conduct Authority.
As part of our commitment to quality service, telephone calls may be recorded.

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To : Friends Life Limited
Friends Life Centre, PO Box 1810, Bristol BS99 5SN

SURRENDER REQUEST FORM

Scheme Name : Hammerhead Television Facilities Ltd Retirement Benefits Scheme

Trustee Investment Plan Number(s) : 7875897

Member name(s) : Nigel Alan Hoban

Please ensure that all sections are completed and that all the items listed in our letter are forwarded to Friends Life with this form.

A Instruction to cancel our investment
We request that the surrender value to be paid is:

☐

The total value of the policy(s).

Payment of the sum due shall discharge Friends Life 's liability under the policy(s)

B Instructions to pay
We request that the amount shown above is paid by direct credit transfer into the Bank / Building Society account as shown below.

Name of Bank / Building Society

Account Holder

Sort Code

--	--	--	--	--	--

Account No.

--	--	--	--	--	--	--	--

Roll No.

For Building Society Accounts please also enter your Building Society Roll Number (usually found in your passbook)

The money will reach the account within three to five working days from the date Friends Life make the payment. This is much quicker than payment by cheque.

C. Signatures of the Trustees

We have been made aware of the surrender penalties (including any Market Value Reduction) that will be charged following surrender of the policy(s). We wish to proceed with the surrender.

We declare that we are legally entitled to the policy(s) and the benefits which it secures. In consideration of payment by Friends Life in accordance with these instructions, we indemnify you against all claims or proceedings made against you in respect of the policy(s) and against all resulting losses and expenses you may incur. In respect of any policy listed where the policy document is not attached, a thorough search has taken place and the document has been either lost or destroyed.

Friends Life cannot act unless ALL the Trustees sign this form.

Trustee's signature			
Name in block capitals			
Home address			
Date Of Birth			
Date Signed			

Trustee's signature			
Name in block capitals			
Home address			
Date Of Birth			
Date Signed			

Trustee's signature			
Name in block capitals			
Home address			
Date Of Birth			
Date Signed			

Signature of, (Special/Corporate Trustee, if applicable)

For and on behalf of		Name in block capitals	
Date			

For and on behalf of		Name in block capitals	
Date			

Ref:TMO/EP/