

16 July 2014

Private and Confidential

Ms M Lunnon
Pension Practitioner
Daws House
33-35 Daws Lane
London
NW7 4SD

Dear Ms Lunnon

Subject: EMC (UK) Pension Scheme
Members Name: Mr M Rasmussen
Our Ref: 9521407

I refer to your correspondence regarding a transfer of the above member's benefits to the Viking Consult Pension Scheme

Before we can consider the transfer, we require further information from the receiving scheme. Please complete and return the enclosed form at the earliest available opportunity.

Yours sincerely



Jane Le Pla
for Mercer Limited administrator acting on behalf of
the trustees of the EMC (UK) Pension Scheme

Occupational Pension Scheme – Additional Information Form

Member name: Mr M Rasmussen

National Insurance Number: SC060583D

Transferring scheme name: EMC (UK) Pension Scheme

For the Trustees of the EMC (UK) Pension Scheme to consider Mr Rasmussen's request to transfer his benefits from EMC (UK) Pension Scheme to Viking Consult Pension Scheme ('the receiving scheme'), please provide **ALL** of the information and supporting documents detailed below. The Trustees of the EMC (UK) Pension Scheme will not be able to consider Mr Rasmussen's transfer request until **ALL** of the requested information is provided.

Information required	Supporting evidence required	Please tick to confirm information is being provided	For Mercer use only
Date on which the receiving scheme was registered with HMRC	Copy of Registration certificate or print-off from HMRC Scheme Administrator website	Enclosed:	
Name and address of the principal employer for the receiving scheme	Print-off from Companies House WebCheck	Enclosed:	
Date of incorporation of the principal employer for the receiving scheme	Copy of certificate of incorporation or print-off from Companies House WebCheck	Enclosed:	
Company registration number for the principal employer for the receiving scheme	Copy of certificate of incorporation or print-off from Companies House WebCheck	Enclosed:	
Description of the business, service or trade provided by the principal employer for the receiving scheme	Print-off from Companies House WebCheck, where this information has been recorded by Companies house, or written description	Enclosed:	

Confirmation of whether the principal employer is an active or dormant company	Print-off from Companies House WebCheck	Enclosed:	
Name and address of the Scheme Administrator for the receiving scheme	<p>If the Scheme Administrator for the receiving scheme is a company, print-off from Companies House WebCheck</p> <p>If the Scheme Administrator for the receiving scheme is not a company, written confirmation of details</p>	Enclosed:	
If the Scheme Administrator for the receiving scheme is a company, date of incorporation of the Scheme Administrator for the receiving scheme	Copy of certificate of incorporation or print-off from Companies House WebCheck	Enclosed:	
		N/A: receiving Scheme Administrator is not incorporated:	
If the Scheme Administrator for the receiving scheme is a company, the company registration number for the Scheme Administrator for the receiving scheme	Copy of certificate of incorporation or print-off from Companies House WebCheck	Enclosed:	
		N/A: receiving Scheme Administrator is not incorporated:	
If the receiving scheme has a corporate trustee, the name and address of the corporate trustee	Print-off from Companies House WebCheck	Enclosed:	
		N/A: no corporate trustee:	
If the receiving scheme has a corporate trustee, date of incorporation of the corporate trustee for the receiving scheme	Copy of certificate of incorporation or print-off from Companies House WebCheck	Enclosed:	
		N/A: no corporate trustee:	

If the receiving scheme has a corporate trustee, the company registration number for the corporate trustee for the receiving scheme	Copy of certificate of incorporation or print-off from Companies House WebCheck	Enclosed:	
		N/A: no corporate trustee:	
Evidence that the trustees of the receiving scheme are registered with the Information Commissioner's Office as Data Controllers (if the trustees are exempt from the requirement to register as Data Controllers, please provide an explanation of why they are exempt)	Print-off from the Information Commissioner's register of data controllers or written explanation	ICO register print off enclosed:	
		Written explanation enclosed:	
Name, address , account number and sort code for the bank account for the trustees of the receiving scheme	Confirmation of trustees' bank account details	Enclosed:	
If the transfer payment is not to be paid direct to the trustees' account, please provide an explanation of why the payment is being made to a different account	Written explanation	N/A: payment is to be made to trustees' account:	
		Written explanation enclosed:	
Confirmation that the member is a member of the receiving scheme	Copy of member's application to join the receiving scheme or written confirmation that the member has been automatically enrolled into the receiving scheme	Copy of application enclosed:	
		Confirmation of automatic enrolment enclosed:	
Details of all organisations that provide investment services for the trustees of the receiving scheme and, if these service	Written confirmation	Enclosed:	
	Print-off from the FCA register for each		

providers are registered with the Financial Conduct Authority, evidence of registration	registered investment provider		
Details of the fund manager (s) appointed by or on behalf of the trustees of the receiving scheme (if the receiving scheme is exempt from the requirement to appoint a fund manager, please provide an explanation of why it is exempt)	Written confirmation	Enclosed:	
If the member's benefits include contracted out rights and the receiving scheme is contracted in, evidence that the member has received an illustration of the benefits that would be provided in the receiving scheme in exchange for the transfer payment	Copy of the illustration provided to the member	Enclosed:	
		N/A: member's benefits do not include contracted out rights or receiving scheme is contracted out:	

I confirm that all of the information requested above has been provided and that this information is correct and complete. I confirm that I will notify Mercer, as administrators of the transferring scheme, if any of the information I have provided changes before the transfer is complete.

Signed on behalf of the Scheme Administrator of the receiving scheme:

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Date: