Mr Ian Gough-Williams

12 Hamhaugh Island

Shepperton

TW17 9LP

Zurich Portfolio Team

PO Box 1200

Bishops Cleeve

Cheltenham  
GL50 9UP

26/02/2019

Dear Sirs,

**Policy Number: ZR1073861  
Member Name: Ian David Gough-Williams  
DOB: 14/07/1960**

**NIN: WK892656A**

Please find enclosed signed discharge forms to allow for the transfer of the above policy to ZICO OTS Ltd Pension Scheme.

I also enclose the following documents to support the application:

* Copy of the letter received from HMRC confirming that the scheme has been registered for tax relief and exemptions.
* Copy of the Trust Deed and Rules governing the scheme

The transfer should be made by BACS to the account details provided below.

Bank Name: Allied Irish Bank (GB)  
Account Name: ZICO OTS Ltd Pension Scheme  
Account Number: 04919088

Sort Code: 23-83-96

Ref: I D Gough-Williams

Should you require anything further to be able to proceed with the transfer, please advise me accordingly.

Yours faithfully

**Ian Gough-Williams**

Enc.