



**TLW**  
Solicitors  
*Litigation Specialists*

9 Hedley Court  
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Cranfords Trustees  
International House  
Constance Street  
London  
E16 2DQ

Date: 1st October 2020  
Our Ref: 138347/KB/CMB

Dear Sirs,

**Our Client: Mr Martin Wooley**  
**Address: 23 Coronel Close, Swindon, SN3 4FW**  
**Date of Birth: 18th December 1965**  
**Loan ref:**

Further to our previous correspondence, please find enclosed, we note we have not yet received a response.

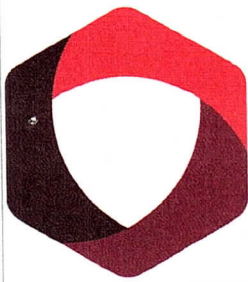
Please provide all requested information and documentation to us within the next 14 days, failing which we shall report your conduct to the Information Commissioner's Office.

We look forward to hearing from you within 14 days.

Yours faithfully,

**Kirsty Bennett**  
**TLW Solicitors**

Coronavirus updates: For the latest news on how we are continuing to work and the best way to contact us during this period please refer to our website and social media accounts.



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Cranfords Trustees  
International House  
Constance Street  
London  
E16 2DQ

Date: 12th June 2020  
Our Ref: 138347/KB/KB

Dear Sirs,

**Client Name:** Mr Martin Wooley  
**Client Address:** 23 Coronel Close, Swindon, SN3 4FW  
**Date of Birth:** 18/12/1965  
**Your Ref:**

I am writing to make a **Data Subject Access Request** pursuant to Article 15 of The EU general data protection regulation 2016/679 on behalf of my above named client. I understand that you currently hold details of my client's personal and financial information within your internal record systems. For all accounts and associated accounts my client has held with your organisation, please supply me with the following information:

1. Full copies of all contracts and related terms of business which you believe exist or have existed between **Mr Martin Wooley** and your organization, including true copies of any documents you hold in support of the same.
2. Full copies or transcripts of any correspondence in postal, email or any other format which you have entered into with any individual, organization or third party which contain **Mr Martin Wooley** personal or financial information, or which pertains to **Mr Martin Wooley**.
3. Full hard copy print outs of **Mr Martin Wooley** personal or financial information, held in a digital, magnetic or any other format which is held in any archives, backups or other storage devices / locations.
4. Confirmation of the original selling agent, address and SIB/FSA/FCA number
5. A copy of the investment application form
6. A full transaction history from inception to present showing all contributions, investments, withdrawals and transfers in specie
7. The current fund & transfer value (including details of any penalty that may apply)

Coronavirus updates: For the latest news on how we are continuing to work and the best way to contact us during this period please refer to our website and social media accounts.

8. Details of any transfer-out admin fee or charges applicable

9. If the plan has been transferred to another provider, please provide the value & date of the transfer, name of receiving provider

**Please note, we require full disclosure of all information whether it be held electronically or in paper form. This includes information held on CD's or other devices.**

**Fee And Authorisation**

There is no fee applicable for this request.

I look forward to hearing from you in relation to the above within the statutory time limit of 30 days.

Yours faithfully,



**Kirsty Bennett**  
**Kbennett@tlwsolicitors.co.uk**  
**TLW Solicitors**

**Enc: Form of Authority**



Our Ref: 138347/KB/KB

**AUTHORITY FOR DISCLOSURE OF PERSONAL AND FINANCIAL  
INFORMATION**

To whom it may concern,

I Mr Martin Wooley of 23 Coronel Close, Swindon, , SN3 4FW authorise you as a **Pension Provider/ SIPP Operator/ SIPP Trustee / SIPP Administrator/ Financial Advisor/ Discretionary Fund Manager** to release to my solicitors TLW Solicitors 9 Hedley Court Orion Business Park North Shields Tyne & Wear NE29 7ST any information, whether deemed confidential or otherwise, as may be requested from time to time by TLW Solicitors.

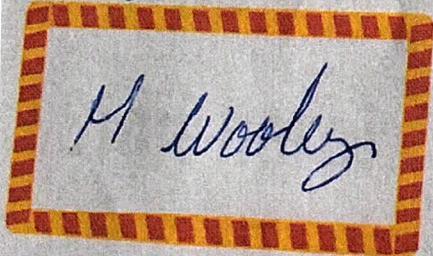
I confirm that I have lawfully contracted with TLW Solicitors and give them full authority to make a claim on my/our behalf.

I have expressly instructed that all communications and correspondence from you must be made directly with them.

I authorise you to make any compensation payments due to me in settlement of any claim direct to TLW Solicitors.

This authority will endure until further notice and a copy of it shall have the same validity as the original.

Client 1 Signature\*



Date.....11/6/2020.....