



## IMPORTANT INFORMATION ABOUT YOUR PLAN

ACTION REQUIRED  
Included with this letter:

Personal details and declaration  
confirmation statement

Your unique reference number: xxxxxxxxx

### Private and confidential

<Title> <First name> <Last name>  
<Address\_line 1>  
<Address\_line 2>  
<Address\_line 3>  
<Address\_line 4>  
Postcode

21 October 2021

Dear [Title/LastName]

Scheme name: <Scheme name>  
Scheme number: <Scheme number>

## Looking after your future

We know how important your pension is for your future. To help us manage your plan we need to make sure that we have your most up to date details. This means that we can get in touch with you when we need to. It's also really important that you understand the declarations we make on your behalf in order to claim tax relief for you and your obligation to let us know if those declarations are not true or something changes so they are no longer accurate.

### What do you need to do next?

Please read the **personal details and declaration confirmation statement** carefully. **If your personal details, and the declarations we've made on your behalf, are correct and complete you don't need to do anything.**

If any of your personal details aren't correct or are incomplete, or if you don't agree with any of the declarations we've made on your behalf, **it's really important that you let us know within 30 days of the date of this letter**, by going online at [royallondon.com/playback](https://royallondon.com/playback) It's a quick and simple process to update your details and to make sure we have an up to date email address so that we can communicate with you digitally in the future. Just enter your **unique reference number provided at the top of this letter**, and your plan number which you'll find on your latest statement or on your policy documents.

If you become ineligible for tax relief and you do not tell us of changes, there is a risk that you will breach tax regulations and incur a financial penalty, so please let us know as soon as you can.

As you've got more than one plan with us, we'll send you a separate letter and a **personal details and declaration confirmation statement**, for each plan you have.

Yours sincerely

**Richard Basham-Jones**

Head of Customer Experience and Operational Support

**We're happy to provide your documents in a different format,  
such as Braille, large print or audio. Please just ask when you get in touch.**

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