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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Purchase and Transfer Resources** |
| **Resource Name** | Member Ineligible to Transfer Template Letter  |
| **Resource Reference** | SPS.TFR.TL.01(Phase 1) |
| **Description** | Template Letter that may be used where a Single Scheme member has submitted a Member Expression of Interest (Transfer) Form and is ineligible to avail of the transfer facility under the terms of Circular 15 of 2019.  |
| **Version**  | V1.0 |

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| **PLEASE NOTE:** Administratorsmay accesslegislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation section of the Single Scheme Website at [www.singlepensionscheme.ie/circulars](http://www.singlepensionscheme.ie/circulars)/ |

**Strictly Private & Confidential**

<<Title> <<Forename>> << Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3>>

<<dd/mm/yyyy>>

**This is an important document that you should keep in a safe place for future reference.**

**Re: Single Public Service Pension Scheme**

**Ineligibility to avail of the Transfer Facility**

Dear <Title> <Surname>

I am writing to you following your submission of a *Member Expression of Interest (Transfer) Form* and your request for information and costings to <<delete as appropriate

1. Purchase by way of transfer, additional referable pension amounts
2. Purchase by way of transfer, additional referable lump-sum amounts or
3. Purchase by way of transfer, additional referable pension and lump-sum amounts**>>**

I wish to inform you that you are ineligible to avail of the Single Scheme transfer facility under the terms of Circular 15 of 2019 on the following basis:

<<RA inserts reason for member ineligibility>>

If you have any queries following review of this correspondence, please feel free to make contact with me:

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department>>**