

Dear ...,

**The Police Pension Regulations  
Provision of a Service Certificate**

Re: .....  
D.O.B: .....  
N.I. No: .....

The above named officer who joined the City of London Police on ..... has indicated that they had previous police service with your authority. I should be grateful if you would provide me with an appropriate service certificate.

Please also provide a statement detailing the officer's pension growth in relation to the Annual Allowance for at least the past 3 years (i.e. 201... / 1..., 201... / 1..., and 201... / 1...), ensuring that it includes details of any unused annual allowance for the same periods.

If the officer has made a 'Scheme Pays' election in respect of any growth in excess of the Annual Allowance or holds any form of Lifetime Allowance protection (i.e. IP2016) please also provide these details and any applicable certificates.

I would also be grateful if you would include details of their rates of pensionable pay for the period 01/04/2017 to .....

I trust that the position is clear to you but should you have any queries regarding this matter please do not hesitate to contact .....

Yours faithfully