**Katie Ross  
Rowanmoor Group  
Rowanmoor House  
46-50 Castle Street  
Salisbury  
SP1 3TS**

23 September 2015

Dear Katie,

**Brighton Bed Centre Ltd Executive Pension Scheme**

We write to advise you that we have been appointed to provide administration services for the above scheme.

I attach a certified copy of the Deed of Removal of Trustee for your records.

As the Managing Trustees have requested that Rowanmoor Trustees Limited be removed as the Independent Trustee, this will therefore remove any legal obligation from you in relation to Brighton Bed Centre Ltd Executive Pension Scheme.

Please kindly associate the new administrator to the scheme. The new Administrator ID is **A0130027** and the name of the Scheme Administrator is **Pension Practitioner.Com Limited**.

As the Pensions Regulator has changed their procedure of allowing an online access to the scheme and scheme keys are no longer in use, please therefore associate us as a user under *Manage* *who can access this scheme online* section on Exchange. The e-mail address to be used for this purpose is [**bradd@pensionpractitioner.com**](mailto:bradd@pensionpractitioner.com). Please also advise us of the PSR number.

We are currently in the process of arranging a new pension scheme account for the scheme and will advise you of the details once the account has been opened.

I would appreciate if you could provide us with an up to date share of fund split and details of any previous crystallisations, if applicable. Please also advise if the members have any Lifetime Allowance protection in place.

We have been advised by the members that the scheme assets comprise of two pension scheme loans and cash at bank.

I would be grateful if you could provide us with copies of the loans agreements and repayment schedules.

Please feel free to contact me if you have any queries or require anything further.

Thank very much you for your assistance.

Yours sincerely

Georgina Stuliglowa  
**For Pension Practitioner .Com**

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