



Mr Philip Hippisley
15 Burnham Road
Bath
Avon
BA2 3RY

1st October 2020

Dear Philip,

Burnham Road 1960 Ltd Executive Pension Scheme – Parkfirst Re Registration

I hope you are keeping well and healthy. Further to your recent communications with my colleague Paul and Rowanmoor not transferring your funds due to Parkfirst re registration, we have produced the following documents that will then allow Rowanmoor to release your funds:

1. Parkfirst – Deed of Assignment – please sign where stated and have a witness sign, name and address
2. Parkfirst – Deed of Covenant - please sign where stated and have a witness sign, name and address
3. Parkfirst – Notice of Assignment of Lease – please only sign and print name, where stated on behalf of the Trustees of the Burnham Road 1960 Ltd Executive Pension Scheme

Please do NOT date the documents.

Please then post them back to myself and Paul Davies:

Office 12

Venture Wales Building

Pentrebach



Processing Centre
Venture Wales Building
Merthyr Tydfil Industrial Park
Pentrebach
CF48 4DR

Merthyr Tydfil Industrial Business Park

Merthyr Tydfil

Wales CF48 4DR

We will then send these onto Parkfirst to sign and then onto Rownamoor.

Thank you for your assistance with this Philip and should you have any queries or require any guidance, please do not hesitate to contact either myself or Paul.

Yours Sincerely,

Esther Salmon
Scheme Administrator

Enc.