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21 July 2017

Our Ref: 1B/0768/FXK - Please quote this reference in any reply
Direct Line: 03445 440 734
Email: ssas.bolton@rowanmoor.co.uk

Dear Emily

Burnham Road 1960 Ltd Executive Pension Scheme

Further to your letter dated 30th June 2017 (received 6th July 2017), I confirm we are not aware of any professional reasons why you should not accept the appointment of Independent Trustee and Scheme Administrator and I enclose the information which you have requested:

- Interim Deed, Deed of Appointment, Trust Deed and Rules, Deed of Amendment
- Transaction list for scheme bank account since April 2017
- Takeover Questionnaire
- Parkfirst Car Parking Spaces Ground Lease, First Sublease and Purchase Option Agreement

Thank you for also sending us the Deed of Removal and Appointment to change the Independent Trustee – this is currently being verified by our Technical Team and I will confirm once they get back to me. We will need to receive a certified copy of this before we formally resign as Administrator.

Rowanmoor Executive Pensions Limited currently prepares the annual Pension Scheme Return (PSR) and the new Administrator will need to take responsibility for this in future. The PSR for the year ended 5 April 2017 has been completed.

Bank accounts with our designated bank, share dealing accounts with Stocktrade and life cover with Lutine must all be closed, if applicable, as these operate under special arrangements which we have with these companies. All other assets in the Scheme will need to be reregistered so that Rowanmoor Trustees Limited is no longer co-owner. The reregistration must be completed within three months of the date of the Deed of Removal and Appointment and after this we will charge for any work in relation to re-registration of assets on a time spent basis with a minimum charge of £50+ VAT.

I look forward to hearing from you shortly. If you have any queries please contact me.

Yours sincerely



Fahim Kapasi
Client Portfolio Assistant

Enc



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