Mr PA Hippisley

15 Burnham Road

Bath

BA2 3RY

23 March 2018

**Re: Takeover of Burnham Road 1960 Ltd Executive Pension Scheme**

Dear Mr Hippisley,

We are writing to you about the requested takeover of your SSAS Pension from Rowanmoor.

Firstly, please accept our apologies that this hasn’t been completed yet, but there has been a delay in re-registering your Park First asset due to them changing their company solicitor.

The new solicitors have requested an Assignment of Lease from us, which is enclosed, and I would be grateful if you could sign page 4 of the document and arrange for an independent witness to also sign it. I have enclosed a stamp addressed envelope for its return.

The work carried out by Park First’s solicitor will incur a fee of £175 plus VAT which will be debited from your pension scheme bank account. We will then be in a position to complete the transfer from Rowanmoor.

If you have any further questions, please don’t hesitate to contact me.

Yours sincerely,

***Paul Bennett***

***Senior Pension Administrator***