Mr PA Hippisley

15 Burnham Road

Bath

BA2 3RY

1 November 2018

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

Dear Mr Hippisley,

We are writing to you about the proposed takeover of the above pension scheme from Rowanmoor which has been ongoing for some time now.

Firstly, I would like to apologise for the length of time this is taking, but we have encountered a delay with your Park First Investment in trying to get it re-registered, which is required as part of the takeover.

Our Legal Team has been speaking with them on a regular basis to try and establish the correct process to complete the re-registration, and what paperwork they require. You may recall that you signed some papers for this, but then on their return to Park First they changed the process that was required.

After escalating this to a director level, the correct forms have now been prepared to complete the process and are enclosed. Please could you sign the forms where indicated and return them to us in the stamp addressed envelope provided.

I would like to thank you for your patience in this matter and we will do everything possible to get this takeover completed as quickly as possible now.

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

Yours sincerely,

***Paul Bennett***

***Senior Pension Administrator***