

Ms E McAlister
Retirement Capital
Processing Centre
Venture Wales Building
Merthyr Tydfil Industrial Estate
PENTREBACH
CF48 4DR

3 October 2019

Our Ref: 1S/0394/SSAS KVR3/JAK/NJS – Please quote this reference in any reply
Direct Line: 01722 443 658
Email: ssas@rowanmoor.co.uk

Dear Emily

Carolyn Executive Pension Scheme

Further to your letter dated 12 September 2019, 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 and copy documentation which you have requested.

I also enclose the following original documents which have been held in our safe: Dolphin Capital Loan Note Certificates.

Please find enclosed the Deed which has been signed on behalf of Rowanmoor Trustees Limited and Rowanmoor Executive Pensions Limited. I have also attached unsigned a duplicate as we received your letter of 12 September 2019 twice. We will now issue a letter whereby Rowanmoor Executive Pensions Limited resign as Administrator from the date of the Deed.

We have associated you for HMRC's online service to please can you confirm when you have accepted the appointment and we will remove ourselves. We note you will complete the Pension Scheme Return due 5 April 2019.

Please advise the new bank account details to enable us to close the Scheme's Metro Bank account and transfer the monies held to the new account.

All 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.

rowanmoor.co.uk

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

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Julie'.

Julie King (Mrs)
Senior Technical Specialist
Client Portfolio (SSAS)

Encs

Copy Mr T Renwick