**Private & Confidential**  
Mr William Briggs

Manor Farm House

Manor Farm

Old Edlington

Doncaster

DN12 1PX

15th November 2016

Dear Mr Briggs

**Doncaster Electrical Ltd Retirement Benefits Scheme**

Following recent changes in legislations, we have deemed it necessary to amend the rules that govern your SSAS.

As a result of this, we are in the process of moving schemes still on the old deed, over onto our new deed.

Please find enclosed a deed of amendment in respect of your SSAS to be signed by you and Michael Briggs and witnessed by an unconnected, independent person.

The witness must not be related to, or connected to you in a familiar way, i.e. business partner, spouse, relative, or relative of spouse. They also must not live in the same address that you do. We can accept neighbours, friends, local bank branch manager etc. The same witness can sign in all 3 places though.

If you have any questions about who can and can’t witness, or any other queries regarding this document or your SSAS, you can call and ask any member of the SSAS team who will be happy to assist.

Yours faithfully,

**Emma Dane**

**Senior Pensions Administrator**