

REF: ELLIOTJAMES10122020-RM

Whitehall Group (UK) Limited

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10th December 2020

Dear Sirs,

ELLIOT JAMES PENSION SCHEME

I enclose a letter of appointment signed by the Trustees of the above pension scheme confirming that we have been asked to take over as Administrators of this scheme. Our Trustee company, Whitehall Trustees Limited will be appointed as Professional Trustee.

Please let us know whether there is any professional or other reason why we should not accept this appointment.

Please also let us have the following copy documentation and information which we require to complete our records and prepare the Deed of Change of Trustee:

1. A copy of the establishing trust deed.
2. A copy of the current governing Trust Deed.
3. The scheme establishment date.
4. A copy of all bank statements from inception.
5. Contribution and transfer history for each member.
6. A copy of the most recent investment valuation for all investments held by the scheme.
7. Details of any pension protection for the members and copy certificate(s)
8. Details of the scheme's Information Commissioner reference
9. The scheme's UTR and confirmation of whether it is registered with the HMRC Trust Registration Service.
10. The scheme's Legal Entity Identifier (LEI) and LEI renewal date

Please arrange to close the pension scheme's bank account and transfer the closing balance to the new account, details as follows:

- Bank: Royal Bank of Scotland
- Address: Houblon House, 1st Floor, 62-63 Threadneedle St, London, EC2R 8LA
- Account Name: Elliot James Pension Scheme
- Sort Code: 16-00-79
- Account Number: 19497909

If you are registered as Scheme Administrator, would you please associate us on HMRC Online. Our Scheme Administrator ID is A0112834. If not, would you please confirm who is the registered Scheme Administrator.

If you have any questions, please contact me.

I look forward to hearing from you.

Yours faithfully



Richard Mattison

Whitehall Group (UK) Limited

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