



Date: 09 October 2019

Rowanmoor  
Rowanmoor House  
46-50 Castle St  
Salisbury  
SP1 3TS

Dear Sirs,

**Hayling Oaks Ltd Executive Pension Scheme**  
**Pension Scheme Member: Simon Cole**

Please find enclosed an authority letter and a deed of Removal. We have been asked to provide administration services to the trustees and our trustee company, Cranfords Trustees Limited shall be the registered scheme administrator and independent trustee.

Would you please sign the enclosed deed of removal and return this to us. In addition, please associate Cranfords Trustees as Registered Administrator - Admin ID: A0150268. Please see attached Transfer of Membership – Unity Bay, we will send you a copy of Dolphin change of trustee and Store First separately for your records. Would you kindly remit the cash held to the trustees bank account: AIB account details below:

**Bank: Allied Irish Bank**  
**Account Name: Hayling Oaks Ltd Executive Pension Scheme**  
**Account Number: 04690077**  
**Sort code: 23-83-96**  
**Ref: SCole**

Please confirm if you haven't filed the pension scheme tax return for period ending 05 April 2019 – we would therefore require statements covering this period. We would request that this information is emailed to us at [info@retirement.capital](mailto:info@retirement.capital). Kindly return the signed deed of removal to us to our office at Pentrebach stated above.

Yours sincerely

Emily McAlister

**For Retirement Capital**