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UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

## **Private and Confidential**

Date: 4<sup>th</sup> April 2018

Dear Trustee,

Please find enclosed the following documents in respect of your pension scheme:

### **Metro Bank Transfer Letter**

This letter gives authority to Metro Bank to transfer any remaining balance in your Metro Bank pension scheme account to AIB, your new pension scheme bank account provider.

### **Metro Bank Resolution**

The attached resolution appoints AIB and replaces Metro Bank.

This resolution allows us to open with AIB your pension scheme account. I also enclose their terms of business for your review – day to day banking remains free but interest is not payable on the current account facility.

Once we have received this back, we will open your AIB account and will confirm to you the new account details.

### **Practitioner and administration Resolution**

There are new data protection regulations coming into force next year and in summary they move the data protection act from one of declaration of compliance to demonstrating compliance. We propose to undertake this for the trustees and this resolution gives us authority to do that; it does not presently fall within the current terms of business.

HMRC increased certain reporting requirements in 2017 and will also do so for 2018 for pension schemes and we fulfil the liabilities for tax penalties under our registered administrator status. For example, if your tax returns are not filed to HMRC we are liable for the penalties.

We have adopted our registered scheme administrator company, Registered Scheme Administrator Limited to take over any potential tax liabilities and penalties that could arise in future for all schemes and you will be protected under a professional indemnity insurance policy of up to £1,500,000 for any one claim. To ensure that you have this blanket protection, we need your consent to this.



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We also have an administration and investment code of practice from the Pensions Regulator, presently this code does not fall into your scheme however the principles of responsible investment, tax return and scheme compliance does fall within that scope. We propose to undertake this oversight for the trustees and this resolution enables that. We will update you with any changes to the code which we feel you need to be aware of.

If you could kindly sign and email back the documents as soon as possible.

We would also appreciate it if the documents could be posted back to us at Bolton.

Do please let me know if you need any assistance.

With best wishes

A handwritten signature in black ink, appearing to be 'D. Hill'.

Administration Team  
**Pension Practitioner**