|  |  |
| --- | --- |
|  | Tel: 0800 634 4862Fax: 020 8711 2522Email: info@pensionpractitioner.com |

Skandia House

Portland Terrace

Southampton

SO14 7AY

 6th May 2011

Dear Sirs,

**Atlas Air Conditioning Limited SSAS- Policy Number(s): TI6006720684 & TI6006720858**

**Account Manager: Skandia Life**

We write to advise you that we have taken over the administration of the above scheme from Pearson Jones Company (Trustees) Limited .

Please note that Pension Practitioner.Com will not be replacing the outgoing administrator as a signatory to the investment.

I attach a copy of the Appointment of Scheme Administrator for your records, an Authority Instruction completed and signed by the Trustees and Deed of Removal of Pearson Jones Company (Trustees) Limited .

Please arrange for a new mandate to be sent to the Continuing Trustees for signature if Pearson Jones Company (Trustees) Limited are a co signatory to this account.

If you require any further documentation to be completed in order that the previous Trustees can be removed from these policies, please advise me accordingly.

Thank you for your assistance in this matter.

Yours faithfully

Mark Miserotti
**For Pension Practitioner .Com**

Enc