

Retirement Capital  
Processing Centre  
Venture Wales Building  
Merthyr Tydfil Industrial Park  
PENTREBACH  
CF48 4DR

4 December 2019

Our Ref: 1S/0527/SSAS KVR 3/KVR/RL/NJS – Please quote this reference in any reply  
Direct Line: 01722 443599  
Email: ssas@rowanmoor.co.uk

Dear Sirs

## **Lucywilliam61 Executive Pension Scheme**

Thank you for providing a certified copy of the Deed removing Rowanmoor Trustees Limited as Trustee. I enclose a letter for forwarding to the Trustees whereby Rowanmoor Executive Pensions Limited formally resign as Administrator and can confirm that we have now removed ourselves as Administrator on HM Revenue and Customs' online service.

I confirm that the Pension Scheme's Metro Bank accounts have been closed and the balances transferred to the new accounts as requested.

Please ensure that the assets of the Scheme are reregistered to remove Rowanmoor Trustees Limited as co-owner within three months from the date of the Deed. After this we will charge for any work in relation to the re-registration of the assets on a time spent basis with a minimum charge of £50 + VAT.

If you have any queries please contact me.

Yours faithfully



**Katie Ross**  
**Manager**  
**Client Portfolio SSAS**

Enc

**Strictly Private and Confidential**

The Trustees of the Lucywilliam61 Executive Pension Scheme  
117 Bowerham Road  
LANCASTER  
LA1 4HJ

4 December 2019

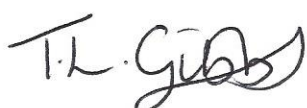
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Dear Sirs

**Lucywilliam61 Executive Pension Scheme**

Further to your decision to change Independent Trustee and Administrator to Cranfords Trustees Limited, Rowanmoor Executive Pensions Limited hereby resign as Administrator to the above Scheme with effect from 8 November 2019.

Yours faithfully



**For and on behalf of  
Rowanmoor Executive Pensions Limited**