



Registered Scheme Administrator Limited | Suite 4 | 1st Floor | 48 Chorley New Road | Bolton BL1 4AP
Telephone 0121 769 0041 | E-mail info@registeredSchemeAdministrator.com

Barnett Waddingham
Pensioneer Trustees (London) Limited
Decimal Place
Chiltern Avenue
Amersham
HP6 5FG

14th September 2018

Dear Sirs

Re: M M S Executive Pension Scheme

Mr Ronald Michael Saunders and Ms Caroline Wilde

We write to advise you that we have been appointed to provide administration services for the above pension scheme.

I attach the Deed of Removal of Trustee for you to sign together with the original notice letter from the Trustees addressed to Barnett Waddingham. This will remove any legal obligation from you in relation to M M S Executive Pension Scheme.

The new Administrator ID is **A0145081** and the new Scheme Administrator is **Registered Scheme Administrator Limited**. Please associate the new Administrator to the scheme and advise once this has been done so that we can confirm the association. We will also require a copy of the tax registration certificate or a letter from HMRC confirming successful registration of the scheme for tax relief and exemptions. We would also ask that you provide us with a screen print of the current scheme details from HMRC online dated within the last 3 months.

I would be grateful if you could please associate our e-mail address **info@registeredSchemeAdministrator.com** as a new user with the Pensions Regulator to allow us an access to the scheme on the Exchange.

Please provide us with a copy the ICO certificate for the scheme.

We have opened a new pension scheme account banking facility with AIB on instruction from the clients for the Scheme and request that you proceed with a transfer of all cash balances to the following new scheme account details:

Account Name: M M S Executive Pension Scheme
Account Number: 04919088
Account Sort Code: 23-83-96
Payment Reference: M M S EPS – takeover

We would appreciate it if you could supply us with any details of direct debits, standing orders or regular payments-in that are already in place for the pension scheme so that we can set these up under the new banking arrangements on behalf of the clients.



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As the responsibility to submit the tax return for tax year 2017-18 will fall on us, I would appreciate a copy of any data you may already have gathered for the purposes of submitting the return to HMRC.

Please also advise us of:

- Details of all transfers into the scheme per member
- Contribution history per member
- an up to date share of fund split between the members
- a copy of the most recent valuation of the scheme
- Details of the Property/Properties, i.e. copies of the land registry title deed/s, lease agreement/s and valuation/s
- Any BCE or LTA which have taken place for each member
- Whether the clients hold any Lifetime Allowance Protection

Thank you very much for your assistance.

If you have any queries regarding any of the above, please do not hesitate to contact me.

Yours sincerely

Esther Salmon

Esther Salmon

Registered Scheme Administrator

info@registeredSchemeAdministrator.com

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