



Registered Scheme Administrator Limited  
Venture Wales, Pentrebach, Merthyr Tydfil, CF48 4DR  
Telephone: 0121 769 0041  
E-mail: [info@registeredSchemeAdministrator.co.uk](mailto:info@registeredSchemeAdministrator.co.uk)

Patrick Varley  
1 Churchill Walk  
Goole  
East Yorkshire  
DN14 6HH

02/08/2024

Dear Patrick,

**Re: Wind up of P Varley Limited Pension Scheme**

We write to you in relation to the telephone conversation that you had with David regarding the documents that we need you to sign and the fact that you do not seem to be receiving our emails.

Please find enclosed 2 documents that require your signature. Please have them signed where required and return them to us either by post or by email to [info@registeredSchemeAdministrator.co.uk](mailto:info@registeredSchemeAdministrator.co.uk). Please note that the letter instruction to Bath Building Society will need to be dated. The return address is:

Registered Scheme Administrator Limited  
Office 12  
Venture Wales Building  
Pentrebach  
Merthyr Tydfil  
Wales  
CF48 4DR

When returning the signed forms please also provide the following items that are required by the bank:

- copy of your passport
- up to date proof of address (i.e. driving licence, recent utility bill, council tax bill)

Should you have any queries, please do not hesitate to contact us.

Yours faithfully,

Administration Team  
**For and on behalf of**  
**Registered Scheme Administrator Limited**