



CARLTON JAMES

Pension Practitioner  
c/o Georgina Stuliglowa  
48 Chorley New Road  
Bolton  
BL1 4AP

Date: 14<sup>th</sup> January 2019

Dear Pension Practitioner

RE: Roseland Securities Pension Scheme Transfer Request

Please find enclosed the correspondence relating to the transfer request of the Roseland Securities Pension Scheme. Please contact us if you require any further details in regards to the documentation received.

Yours sincerely

Carlton James Administration



CARLTON JAMES

Letter receipt 13<sup>th</sup> September 2018

From: IWM Wealth Management

RE: Response's relating to authority request

Date: 19<sup>th</sup> September 2018

Dear Jonathan

The following responses are provided in conjunction with the attached authority request provided by IWM Wealth Management, all responses are provided in point order as structed in the letter of authority:

1. The scheme was established on the 9<sup>th</sup> of June 2014; Mr Wheeler was the establishing Trustee. Additionally, the policy did not become active until the 22<sup>nd</sup> of October 2015.
2. A SSAS (Small Self-Administered Scheme).
3. Current Value - £118,053.15  
Transfer Value - £117,501.15.
4. The question you have asked is very broad and to give an accurate response would require greater understanding, ultimately, Carlton James work on an execution only basis and subsequently act on the investment propositions of the scheme trustees. There is no limit to the investment allocation, assuming they adhere to the scheme rules.
5. The scheme is currently held in cash.
6. No fund switch has taken place.
7. Neither, no contributions have been made to the plan.
8. Not applicable.
9. The PIP is 06 April to 05 April.
10. No contributions have been made to the plan.
11. A copy of the scheme rules, in which the Roseland Securities Pension Scheme adheres, has been enclosed. Please review page 14 of the scheme rules where further information on death benefits is provided.
12. No waiver of contribution benefit is applied to this fund.

13. Not applicable.

14. Not applicable.

15. Not applicable.

16. Not applicable.

17. No, this was not recorded as a block transfer.

18. No with-profits investment held.

19. No with-profits investment held.

20. No with-profits investment held.

21. No, the scheme does not hold any guaranteed annuity rates.

22. No.

23. A copy of the fee schedule has been supplied. Additionally, there are no charges for and/or alterations to regular contributions; even if they cease.

24. The trustee is not making regular contributions. However, referring to the questions as being generic, yes, the trustee can continue contributions.

25. Please see the fee schedule enclosed.

26. The scheme is not supported by the Origo Options Pension Transfer Service. We require written confirmation from the scheme trustee(s) confirming their intention to transfer, if required we can supply a standardised template.

27. Yes, drawdown is accessible via the scheme. However, the question raised is not applicable as the member does not meet the minimum retirement age.

28. No plans in place.

If you require any further information or have any queries, please do not hesitate to contact me on 0800 233 5626; alternatively, you can email us at [info@carltonjames.co.uk](mailto:info@carltonjames.co.uk).

Yours Sincerely

Adam Holmes  
Carlton James Pension Administration

# **Carlton James**

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## **Pension Administration**



CARLTON JAMES

Final Account Activity (Account Closure)

Dated: 4<sup>th</sup> January 2019



CARLTON JAMES

The underlying report has been generated following the request for account closure or transfer of Mr Jonathan Wheeler in the Roseland Securities Pension Scheme (Herein known as 'the scheme').

**Glossary**

- Page 1  
*Scheme Information breakdown*
- Page 2  
*Member personal information*
- Page 3  
*Member fund breakdown*
- Page 4  
*Account summary/notes*



CARLTON JAMES

### Scheme Information

|  |                                    |
|--|------------------------------------|
| <b>Scheme name</b>                           | Roseland Securities Pension Scheme |
| <b>Sponsoring company name</b>               | Flavour 4 Growth Ltd               |
| <b>Company number</b>                        | 08824908                           |
| <b>Company UTR number</b>                    | Unknown                            |
| <b>Scheme PSTR number</b>                    | 00810289RE                         |
| <b>Scheme holding bank</b>                   | Allied Irish Bank (AIB)            |
| <b>Scheme bank account number</b>            | 04919088                           |
| <b>Scheme sort code</b>                      | 23-83-96                           |
| <b>Scheme establishment date</b>             | 9 <sup>th</sup> June 2014          |
| <b>Number of scheme Member/Trustees</b>      | 1                                  |
| <b>Who is the scheme administrator</b>       | Pension Practitioner               |
| <b>Who introduced the scheme?</b>            | My Goal Is... Limited              |
| <b>Who is the scheme Pension Consultant?</b> | JAN Investment Marketing           |

**Scheme Fee Structure** – the fee structure detailed below is the structure at the date of the account closure report. Carlton James do not charge fees to the client for their service provided. Prices may vary from account establishment to account closure.

|  |  |
|--|--|
| <b>Practitioner set up fee charges</b> | First member charge £880;<br>Any additional members £440 |
| <b>IFA set up charges</b>              | 2% initial charge  |
| <b>Practitioner admin fee charges</b>  | First member charge £880;<br>Any additional members £440 |
| <b>IFA servicing charges</b>           | 0.5% Annual Charge                                       |

| <b>Sponsoring Employer Details</b> |   |
|------------------------------------|---|
| <b>Sponsoring Employer Address</b> | Lime Kiln House, Lime Kiln,<br>Royal Wootton Bassett, SN4 7HF |
| <b>Scheme Banking Address</b>      | St. James's House, Charlotte Street,<br>Lancashire, M1 4DZ    |

Carlton James Pension Administration - Lime Kiln House, Lime Kiln, Royal Wootton Bassett, SN4 7HF  
T - +44 (0) 800 233 5626 F - +44 (0) 1793 858102 E - Info@carltonjames.co.uk W - www.carltonjames.co.uk  
Carlton James Pension Administration is a trading style of Carlton James Private & Commercial Ltd. Registered in England & Wales No. 09074495.  
Registered office: Lime Kiln House, Lime Kiln, Royal Wootton Bassett, SN4 7HF



CARLTON JAMES

**Member Information**

|                                  |  |
|----------------------------------|--|
| <b>Mr Jonathan Wheeler</b>       |  |
| <b>Member Number</b>             | 1  |
| <b>Date of Birth</b>             | 21/02/1973   |
| <b>Sex</b>                       | Male   |
| <b>National Insurance Number</b> | NZ173392B  |
| <b>Client Address</b>            | 10 Salisbury Street<br>Cross Keys<br>Newport<br>NP11 7PD |
| <b>Contact Number</b>            | 07401 996993   |
| <b>Email Address</b>             | Jonathanwheeler10@gmail.com                              |





CARLTON JAMES

**Member Fund Breakdown**

| Mr Jonathan Wheeler – Quick View |             |
|----------------------------------|-------------|
| Member Fund Value                | £118,053.15 |
| Months in Scheme                 | 38          |
| Percentage of Fund Invested      | 0%          |
| Cash Balance                     | £118,053.15 |

- **Current Investment Strategies (If Applicable)**

| Mr Jonathan Wheeler – Investment Breakdown |      |
|--|------|
| Uncrystallised Percentage                  | 100% |
| Crystallised Percentage                    | 0%   |

| Mr Jonathan Wheeler – Uncrystallised Proportion |             |
|---|-------------|
| N/A   | N/A         |
| Cash Balance                                    | £118,053.15 |

Notes:



CARLTONJAMES

**General Member Information**

**Death Benefit:** Return of fund

**Estimated Maturity Value:** £118,053.15

**Divorce/Court Order:** Not applicable; unless otherwise informed by the Trustee

**Life Assurance:** Not applicable; unless otherwise informed by the Trustee

**Selected Retirement Age:** 65

**Contributions to Pension Scheme**

| Contribution Type | From                | Amount (£)  | Date       |
|-------------------|---------------------|-------------|------------|
| SIPP Transfer     | Hargreaves Lansdown | £55,478.98  | 22/10/2015 |
| SIPP Transfer     | Transact SIPP       | £25,316.31  | 18/08/2016 |
| SIPP Transfer     | Transact SIPP       | £43,749.74  | 07/02/2017 |
|                   |                     | £124,545.03 |            |

**(If Applicable) Pension Commencement Lump Sum Events**

| Date | Amount (£) | Percentage of Fund | Value of Fund at the date of member PCLS |
|------|------------|--------------------|--|
| N/A  | N/A        | N/A                | N/A                                      |

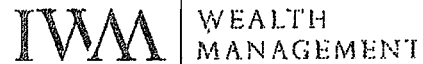
**Standard Lifetime Allowance Used:** Not applicable, we have never been advised for any transactions.

*Carlton James cannot be held accountable for tax liabilities that arise from inaccurate information provided.*

**(If Applicable) Income Drawdown Events**

| Date | Amount (£) |
|------|------------|
| N/A  | N/A        |

Unit A5 Riverside Court  
Commercial Street  
Pontllanfraith  
Blackwood NP12 2JG  
Telephone: 01495 229713  
Email: IWMWealth@sjpp.co.uk



Policy Servicing Department  
Carlton James Pension Administration  
Lime Kiln House  
Royal Wootton  
Sn4 7HF

12<sup>th</sup> September 2018

Dear Sirs,

**Member/Policyholder: Mr Jonathan Julian Wheeler**  
**NI Number: NZ 173392 B**  
**Policy Number: 001810289RE – Roseland Securities Pension Scheme**

Can you please provide me with the following information about the above policy, it is very important that **all points** are responded to and if **they are not applicable that this is confirmed**.

1. The date the policy started and, if before 6 April 2006, the legislation that used to govern it.
2. Confirmation of the plan type
3. The current value and transfer value of the policy.
4. How many funds are available for the client to invest in and what is the maximum number of funds the client can be invested in at any one time? Does the policy offer funds managed by a range of fund management teams other than Carlton James Pension. If so how many fund management teams are available to the client?
5. Confirmation of the funds the plan is currently invested in.
6. Has a fund switch recently taken place? If yes between which funds and on what date?
7. Whether this is a single contribution or regular contribution plan.
8. If a regular contribution plan, are contributions still being paid? If so, the current level of contributions and the level of automatic increases. If not, when the last contribution was paid and at what level.
9. What is the scheme pension input period (PIP)?



The Partner Practice represents only St. James's Place Wealth Management plc (which is authorised and regulated by the Financial Conduct Authority) for the purpose of advising solely on the Group's wealth management products and services, more details of which are set out on the Group's website [www.sjp.co.uk/products](http://www.sjp.co.uk/products). The title 'Partner Practice' is the marketing term used to describe St. James's Place representatives.  
IWM Wealth Management Ltd is registered in England & Wales No. 10852119.  
Registered Office: 7 Coed-Y-Bryn Blackwood Gwent NP12 1HA.

**Member/Policyholder: Mr Jonathan Julian Wheeler**

**NI Number: NZ 173392 B**

**Policy Number: 001810289RE – Roseland Securities Pension Scheme**

10. What are the contributions that have been paid in each of the last three PIPs?
11. The benefits on death before retirement. If relevant please confirm whether the policy provides an additional sum assured, if so at what cost and is this cost included in the clients current contribution to the plan?
12. Whether waiver of contribution benefit is applicable and if so at what cost and is this cost included in the client's current contribution to the plan?
13. A projection of the benefits at age 60,65 and 70 assuming that no further contributions are payable.
14. A projection of the benefits at age 60, 65 and 70 assuming that contributions continue if the plan currently is receiving contributions.
15. If contributions have ceased within the last 6 months, a projection of benefits at age 60, 65 and 70 assuming that contributions are reinstated from the date of illustration.
16. If the plan was written under pre 6 April 2006 occupational pension scheme rules, please confirm the retirement tax-free cash entitlement under pre A-day rules in one of the two following ways. either
  - a) TFC entitlement at today's date based on pre A Day rules (please specify if the tax free cash was lower than 25% of fund value at 'A' Day)
  - b) TFC entitlement at 5 April 2006 and the fund value of the arrangement on 5 April 2006 if the member left the scheme on or before that date.

If you are confirming that the tax-free cash entitlement is 25% of fund value, please confirm whether or not a calculation was done to check whether the pre 'A' Day entitlement to tax-free cash could be higher than 25% of the fund value at 'A' Day.

If you will need to calculate the tax-free cash entitlement and need any further information, please let me know

**If there is no enhanced /protected tax free cash then please confirm this as a written statement.**

17. Does the plan contain a transfer-in from an occupational scheme after 5 April 2006 and if so, was this recorded as a block transfer – ie more than one member of the occupational scheme transferring to your scheme on the same date?  
If 'Yes', please confirm their tax-free cash entitlement at today's date or at 5 April 2006 if the member left the scheme on or before that date.

17. If with-profits, the element of terminal bonus included in the transfer value.

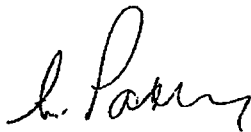
19. If a with-profits policy, whether any bonuses are lost if contributions are stopped.

**Member/Policyholder: Mr Jonathan Julian Wheeler**  
**NI Number: NZ 173392 B**  
**Policy Number: 001810289RE – Roseland Securities Pension Scheme**

20. If a with-profits plan, is a Market Value Adjuster being applied? If yes, what is the value?
21. Does the plan contain a guaranteed annuity rate? If so please provide details.
22. Does the plan have a guaranteed minimum fund or guaranteed minimum annuity? If so please provide details.
23. Does the plan contain a guaranteed minimum pension (GMP) or reference scheme test pension (RST)? If so please provide details
24. The charging structure of the current plan including allocation rate, bid/offer spread, annual management charges (initial & ongoing), monthly/annual policy fee? Are there any loyalty bonuses or any reinvestment of charges? Can you please also confirm if the charging structure is altered if regular contributions cease and if so what charges apply?
24. If the client is currently making regular contributions to the plan is the client able to transfer the fund away but continue to make contributions?
25. Please confirm the set up costs incurred when the plan started, this should include such costs as adviser commission/fees and fund based commission.
26. Would the transfer of this plan be supported under the Origo Options Pension Transfer Service? If not please forward copies of any Warranty/Discharge forms that would need to be completed if the client decided to transfer their benefits.
27. Is Drawdown available through this plan and if Full or Partial UFPLS is also available?
28. Are there any plans to move the policy over to a Pension Protection Fund?

Thank you for your help.

Yours faithfully,



**Andy Parry DipFA**  
**Partner of St James's Wealth Management**



WEALTH  
MANAGEMENT

## Authorisation Form

SCHEME NAME ROSELAND SECURITIES PENSION SCHEME

Policy Number:

PSTR N° - 008102896

Company Name:

CARLTON JAMES PENSION ADMINISTRATION

Company Address:

LIME KILN HOUSE, LIME KILN, ROYAL WOOLTON BASSETT

Post Code:

SN4 7HF

Company Tel No:

0800 233 5626

I/We hereby authorise IWM Wealth Management Limited, Unit A5 Riverside Court, Commercial Street, Pontilnraith NP12 2JG to have access to the policies covered by this letter of authority.

This letter of authority will remain in place until I/we cancel it in writing.

Client Signature:

Date:

12-09-2018

Client Title:

MR

Client Full Name:

JONATHAN JULIAN WHEELER

Date of Birth:

21-02-1973

National Insurance No:

NZ173392B

Contact Number:

Email Address:

Jonathan@flavour4growth.co.uk

Address:

10 SALISBURY ST, CROSSKEMS

NEWPORT NP11 7PD



**ST. JAMES'S PLACE**  
WEALTH MANAGEMENT

Administration Centre PO Box 9034  
Chelmsford CM99 2XA Tel: 0800 027 1030

Our Ref: SJP/NBS/D5/S66008376/252288  
21 December 2018

Carlton James Pension Administration  
Lime Kiln House  
Lime Kiln  
Royal Wootton Bassett  
SN4 7HF

Dear Sir/Madam

**Policy / Reference No: NZ173392B**  
**Member: Mr Jonathan Wheeler**

The above client wishes to transfer their benefits from your arrangement to the St. James's Place Personal Retirement Plan. This is a UK Registered Pension Scheme which was formerly approved as an Appropriate Personal Pension Scheme. The Pension Scheme Tax Reference number is 00616190RZ and its ASCN is A7001200H.

Please arrange for the payment to be sent to us by BACS to the following details:  
Account Name: St James's Place UK Plc  
Sort code: 20-13-42  
Account No: 50642371

If payment by BACS is not appropriate please send a cheque payable to St. James's Place UK plc.

Any correspondence should be sent to:  
St. James's Place UK plc  
Administration Centre  
PO Box 9034  
Chelmsford  
CM99 2XA

***When sending payment please quote S66008376.***

If you need any further information please call us on 0800 027 1031 or email us at [NBS@sjpadmin.co.uk](mailto:NBS@sjpadmin.co.uk) quoting the above number.

Yours faithfully

Customer Service Executive - St. James's Place UK Plc



CARLTON JAMES

## Receiving Scheme Declaration Form

### Section 1

Member Name **MR JONATHAN WHEELER**

### Section 2

We undertake that the receiving Scheme is:

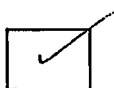
- A UK Registered Scheme:



*This is a scheme which is registered by HM Revenue & Customs under Part 4 of the Finance Act 2004 (including existing scheme that automatically acquire this new registered status on 6th April 2006). The Scheme PSTR/SF Number is (Delete as appropriate):*

**00616190RZ**

- Type of scheme:



A registered personal pension scheme



A Small Self Administered Scheme (SSAS)



Self invested personal pension (SIPP)



Occupational defined contribution

- A Qualifying Recognised Overseas Scheme:



*For a scheme to hold 'Qualifying' Status it must evidence that:*

*You have achieved a letter of acceptance from a HMRC Audit and the Pension Scheme Services to confirming your registered status as a Qualifying Recognised Overseas Scheme.*

**Carlton James may be unable to assist in a request for the transfer of benefits to another type of scheme.**



Please make sure this form is filled in, signed and dated. Once the receiving scheme declaration and supporting documentation have been evidenced and satisfies our due diligence, payment will be made via BACS. If you're unable to accept BACS please notify us at your earliest convenience.

### Section 3:

#### New Provider Details:

Scheme Name:

ST JAMES'S PLACE PERSONAL RETIREMENT PLAN

Reference Number: (If Known)

566008376/252288

Bank Name:

BARCLAYS BANK PLC

Account Holder Name:

ST JAMES'S PLACE UK PLC

Account Number:

50642371

Sort Code:

20-13-42

BACS Payment Reference:  
(If applicable)

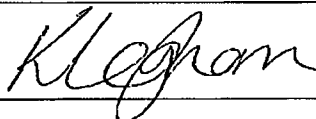
566008376/252288

#### Declaration

I/We confirm that the information given in this 'Receiving Scheme Declaration Form' is accurate to the best of my/our knowledge and belief.

Signed for and on behalf of the receiving  
scheme:

Dated:

|   |            |
|---|------------|
|  | 21/12/2018 |
|---|------------|

Print Name:

Position:

|                   |                |
|-------------------|----------------|
| KIMBERLEY LEGHORN | LEAD ASSOCIATE |
|-------------------|----------------|



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User Name: (A0010062)  
PSTR 00616190RZ

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Pension Scheme Name St. James's Place Personal Retirement Plan  
Deferred annuity contract / Retirement No  
annuity contract made after 5 April  
2006

Date scheme registered 05 Apr 2006  
Name of Scheme Administrator who registered the scheme St. James's Place UK PLC

Scheme status Open  
Sub-scheme No

Pension scheme structure  
The scheme is an investment regulated No  
pension scheme 

Band of number of scheme members

Registered for Relief at source No  
Occupational pension scheme  No

Country or Territory scheme established UNKNOWN

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Inland Revenue  
Superannuation Funds Office

PPA Tech

Lynwood Road  
Thames Valley  
Sumner, Kent, SE18 3PP  
GTH 8017  
Fax: 081-398 4242 ext 4253  
Telephone: 081-398 4242  
ext 4556

Please reply to the Controller

J N Glendinning  
Scottish Amicable  
STIRLING

Your reference: RENS/JMG/JM

Our reference: 6287/205/1

Date: 19 DEC 91

Dear Sir

Name of Scheme: J ROTHSCHILD ASSURANCE PERSONAL RETIREMENT PLAN

Name and Address of Provider: J ROTHSCHILD ASSURANCE PLC, J ROTHSCHILD HOUSE,  
DOLLAR STREET, GLOUCESTER, GLOUCESTERSHIRE GL1 2AP

Name and Address of Scheme Administrator: J ROTHSCHILD ASSURANCE PLC,  
J ROTHSCHILD HOUSE, DOLLAR STREET, GLOUCESTER, GLOUCESTERSHIRE GL1 2AP

With reference to your application of 3 December 1991, I am authorised by the Board of Inland Revenue to inform you that the above named scheme has been approved as a personal pension scheme for the purposes of Chapter IV Part XIV of the Income and Corporation Taxes Act 1988 with effect from 3 December 1991.

This approval is given on the understanding that:-

1. The Scheme Administrator will comply with the requirements of sections 639 and 652 Income and Corporation Taxes Act 1988 and any regulations made under Chapter IV Part XIV of that Act.
2. The scheme and any personal pension arrangements made under it will be used in the form agreed with this Office amended only to the extent to which this Office has given its agreement in advance.
3. This Office will be told immediately of any change of Administrator or his address.
4. The Scheme Administrator will, at the end of each income tax year, provide such information about scheme members as may be required by the Inland Revenue.
5. The Administrator will comply with any undertaking(s) that he has given to the Board of Inland Revenue.

30 NOV 1991  
560

JS18/12

NOTE

Where an amendment is made to either a scheme or any personal pension arrangements made under it, any approval granted under Chapter IV Part XIV Income and Corporation Taxes Act 1988 will cease to have effect unless the amendment (including an amendment made to satisfy the appropriate personal pensions scheme requirements) has been approved by the Board of Inland Revenue (section 631(4) Income and Corporation Taxes Act 1988).

A copy of this letter has been sent to the Inland Revenue, Glasgow Branch, General Unit (PV), St John's House, Marton Road, Broomfield, Merseyside, L69 9BB who will contact you regarding the recovery of basic rate tax under section 639(4) Income and Corporation Taxes Act 1988.

Yours faithfully

*A M M Bowler*

Mrs A M M Bowler





Audit & Pension Schemes  
Services  
Yorke House  
PO Box 62  
Castle Meadow Road  
Nottingham NG2 1BG

Telephone: 0115 974 1712  
Fax: 0115 974 4460

Malcolm Dunn  
Pensions Marketing Consultant  
St James's Place  
J. Rothschild House  
Dollar Street  
Gireheester  
Gloucestershire  
GL7 2AQ

Deputy Director: Jayne Baines

Date: 02 July 2002  
Our ref: SF087/205/1A  
Your ref:

For information and advice,  
visit our pages on the  
Inland Revenue website:

[www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)

Dear Mr Dunn

J ROTHSCHILD ASSURANCE PERSONAL RETIREMENT PLAN  
J ROTHSCHILD ASSURANCE ADDITIONAL RETIREMENT PLAN

Thank you for your letter dated 19<sup>th</sup> June 2002 and the two amending deeds referring to the above two schemes.

I have examined the two amending deeds dated the 10<sup>th</sup> June 2002 and I can confirm that they are satisfactory. The approval status of the each scheme remains unaffected.

These amendments mean that the 'J Rothschild Personal Retirement Plan' has changed to the 'St James's Place Personal Retirement Plan' (reference SF087/205/1A) and the 'J Rothschild Assurance Additional Retirement Plan' which has now become the 'St James's Place Additional Retirement Plan' (reference SF086/099). I have noted the appropriate files accordingly.

Could I request that in scheme specific correspondence our scheme reference numbers be quoted, as this will avoid confusion in the future?

Yours sincerely

*S Mee*  
SARAH MEE

1-2200000000  
1-2200000000

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### Pension Scheme Summary

Pension Scheme Name      **St. James's Place Retirement Plan**  
Pension Scheme Tax        **00016100RZ**  
Reference (PSTR)  
> [View current scheme details](#)

#### Pension Service Notices for Scheme ?

#### Registration ?

You have 0 notices for this Pension Scheme

Registration for Tax      05 Apr 2008 View [View cert](#)

> [View all notices](#)

OCCUPATIONAL PENSIONS BOARD

VARIATION CERTIFICATE

## APPROPRIATE SCHEME CERTIFICATE

(Issued under Part I of the Social Security Act 1986/Part II of the Social Security  
(Northern Ireland) Order 1986)

OPB Ref: 998151

Issued to

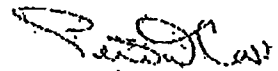
J Rothschild Assurance Personnel Pension Plan

Administration Centre  
P O Box 66  
Stirling  
FK9 4YR

In response to an application dated 06/12/91 it is  
hereby certified that with effect from 20/07/94, the  
above named scheme is an appropriate personal  
pension scheme.

Date

22/07/94



Mr Peter D. Carr, CBE

Chairman

Issued by the Occupational Pensions Board, Lynwood Road, Thames Ditton, Surrey KT17 0DP

OP 1(PP) (1/94)





**Inland  
Revenue**

National Insurance  
Contributions Office

Inland Revenue  
National Insurance Contributions Office  
Services to Pensions Industry  
Personal Pensions  
Room BP4102  
Benton Park View  
Newcastle upon Tyne  
NE98 1ZZ

The Scheme Administrator  
St. James Place Personal Retirement Plan  
St. James Place House  
Dollar Street  
Glasgow  
G1 7 2AQ

Telephone: 084591 or 0191 22 50010  
Fax: 084591 or 0191 22 50032

If you have access to telephone equipment you can use  
Textphone: 084591 or 0191 22 50008  
Calls to the 084591 number will be charged at Local Call rates  
Your ref:

Our ref: Personal Pensions Team 3  
Also use this reference if you write or call

Date: 9 September 2002

RECEIVED

12 SEP 2002

Dear Sir

**APPROPRIATE PERSONAL PENSION  
VARIATION TO SCHEME NAME  
AT001200H**

Thank you for your request to change the name on the above Appropriate personal Pension Plan.

I am pleased to confirm that our records have now been changed as requested and please find enclose a new Contracting - Out certificate one copy for the scheme records and one copy for the administrator.

I hope this clarifies the situation, however if I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

KEN WALTON  
PERSONAL PENSIONS 3

Improving our service to you

We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at the address or telephone number shown if you have any comments or are unhappy with our service.