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**URGENT**

Investment Services Dept  
Newcastle Building SocietyPortland House  
New Bridge Street West  
Newcastle Upon Tyne  
NE1 8AL  
  
**FAX: 0191 244 9751**

20 August 2010

Dear Sirs,

**Staffordshire Business Systems Executive Pension Scheme**

**Eastern European Return Bond (Policy Number EEA9469092)**

We write to advise you that we have taken over the administration of the above scheme from MW Trustees Limited.

I attach a copy of the Deed of Removal of Trustee & Appointment of Scheme Administrator for your records, along with an Authority Instruction completed and signed by the Trustees. I also attach a copy of the letter from Mattioli Woods.

All future correspondence that was previously sent to MW Trustees Limited should now be sent to ourselves.

Please arrange for a new mandate to be sent to the Continuing Trustees for signature.

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

Thank you for your assistance in this matter.

Yours faithfully

Gavin McCloskey  
**For Pension Practitioner .Com**

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