Mr Neville Messenger

Cestrian Life & Pensions Ltd

142 Hulme Hall Road

Cheadle Hulme

Cheadle

Cheshire

SK8 6LQ

23rd November 2015

Dear Mr Messenger

**The Stephen Ward Photography Directors Pension Scheme**

Mr and Mrs Ward have been in touch with us to advise that as you are no longer able to administer their scheme they have decided to appoint us.

Please find enclosed a Deed of Removal and Appointment of Trustee and a copy of the completed Administration Agreement.

As the intended new Scheme Administrator of the Stephen Ward Photography Directors Pension Scheme please can you provide us with the below information:

* All Deeds & Scheme Rules / Letters of Resignation / Death Certificates
* All meeting notes and Resolutions
* All Bank Statements / transaction lists
* Details of all Transfers In and Out, to include any Annuity Purchases
* Details of all Contributions and Pension Payments
* All Investment Applications and correspondence
* All property & borrowing documents
* Scheme Establishment and any new member letters (Letters of Announcement)
* All fund splits and any benefit calculations

Please also confirm whether the scheme is up to date with its reporting requirements to HMRC and if there are any rental payments/loan repayments outstanding.

Please do not sign and date the Trust Deed until we have confirmed that we have all the information required.

If you have any queries then please contact me, or a member of the SSAS team on 0844 410 0037.

Yours sincerely

**Andy Johnson**

**Senior Pensions Administrator**