

Mr S & Mrs S Ward  
Managing Trustees  
Stephen Ward Photography Directors Pension Scheme  
The Red House, Water Lane  
Hollingworth,  
Hyde  
SK14 8HT

2<sup>nd</sup> November 2015

Dear Stephen & Sandra

I think that you are already aware that over the past year or so I have found balancing my obligations here with the need to care for my mother difficult. Increasingly I am having to cancel meetings at short notice which is both unprofessional and often highly inconvenient for those concerned and this is now reached the point where I have to do take more drastic action. As there is little prospect of this situation improving I have reluctantly taken the decision to reduce my working hours, which inevitably impacts on the number of clients that I can properly look after. Where her experience and qualifications allow, Catherine will be taking over a number of clients with me acting in more of a consultancy role.

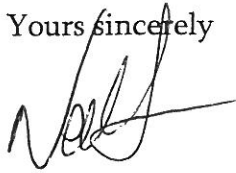
Unfortunately, Catherine is neither qualified in nor has the expertise to take over the role of Scheme Administrator and Independent Trustee of SSAS's so in the case of these schemes I have no alternative but to offer the resignation of Cestrian Life & Pensions Ltd as scheme administrator and Cestrian L & P (Trustees) Ltd as independent trustee to your scheme. These resignations will take effect from 31<sup>st</sup> December 2015.

I realise that this has come out of the blue and I apologise in advance for the inevitable inconvenience this will cause you. I will of course do whatever I can to assist you in transferring your scheme to a new administrator.

As you know from a previous email exchange your scheme is fully up-to-date and there is no scheduled work to be done until accounts for the year ended 5th April 2016 are needed for the submission of the next Pension Scheme Return on 31st January 2017.

I am very sorry that I am having to take this course of action but I hope you understand my reasons for doing so. I'm sure we will speak in due course about the practicalities of the transfer but if you wish to contact me beforehand please do so by email if possible. My hours in the office will be changing shortly and I will only be reliably here from 7 AM until 10 AM on most Mondays, Wednesdays, and Fridays.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neville T Messenger', with a long horizontal flourish extending to the right.

Neville T Messenger BSc(Hons) DipPFS

DIRECTOR

E mail: [nevillem@cestriangroup.co.uk](mailto:nevillem@cestriangroup.co.uk)

Cranfords  
1 The Pavilions  
Cranford Drive  
Knutsford Business Park  
Knutsford  
WA16 8ZR

16th December 2015

Dear Mr Johnson

I refer to your letter dated 23<sup>rd</sup> November 2015 and apologise for the delay in responding.

I enclose a file of documents which I consider relevant to the takeover of the scheme. Any relevant documents not included in this bundle will be in the possession of the Managing Trustees. I am sure you will already have been informed that Cestrian Life & Pensions Ltd acted for only a short time following the conclusion of the court case. The file of papers supplied to us by the previous administrator, Mattioli Woods plc, contained a substantial amount of historical correspondence and other documents which I doubt you will have any interest in and this file will be returned to Mr Ward shortly.

The document bundle comprises:

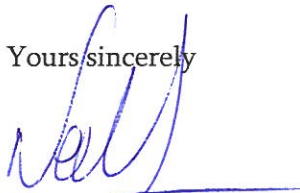
- Original definitive documentation from the date of inception of the scheme apart from the most recent Deed dated 5<sup>th</sup> September 2015 adopting new rules the original of which is still in Stephen's possession.
- Copy bank statements covering the period from the last accounting date (please note that the statements from April/May 2015 are missing and Stephen is aware that he needs to forward these to you).
- Cater Allen cheque and paying in book.
- Copy of the 2015 accounts.
- Minutes of the only formal Trustee meeting held during our tenure. The 2015 meeting was deferred

- No contributions have been paid to the scheme in the accounting period. A Morgan Stanley bond matured in September for £5,467.09.
- The only assets of the scheme now comprise a NS&I income Bond (copy of the most recent statement attached) and the Cater Allen current account.
- Both members are subject to the capped drawdown rules. However, they have elected to take no income since 2014 for reasons which I am sure they will explain to you. A copy of the most recent benefit review is attached. The next review is due on 11<sup>th</sup> April 2017.

I can confirm that all regulatory filings in relation to HMRC and The Pensions Regulator are up to date and there are no outstanding issues.

I shall await your advices in relation to the Deed of Retirement.

Yours sincerely



Neville T Messenger BSc(Hons) DipPFS

DIRECTOR

E mail: [nevillem@cestriangroup.co.uk](mailto:nevillem@cestriangroup.co.uk)