**Deed of Appointment and Removal   
  
[Scheme Name]**

1. **[Sponsoring Employer]**

**And**

1. **[Trustee]**

**[Trustee]**

**[Trustee]**

**And**

1. **[Retiring Trustee]**

**And**

1. **[Old Scheme Administrator]**

**And**

1. **[New Scheme Administrator]**

**[Date Deed Fully Completed and Signed]**

**THIS DEED OF APPOINTMENT AND REMOVAL** is made on the [Day N˚] day of [Month] [Year]

**BETWEEN:**

1. **[Principal Employer’s name]** (company number [Co Number]) whose registered office is at **[Principal Employer’s Registered Address including postal code]** (the **“Principal Employer”**) and
2. **[Continuing Trustee’s full name]** of [Current Trustee’s full Address including postal code] and **[Continuing Trustee’s full name]** of [Current Trustee’s full Address including postal code] and

**[Continuing Trustee’s full name]** of [Current Trustee’s full Address including postal code] and **[Continuing Trustee’s full name]** of [Current Trustee’s full Address including postal code] (the **“Trustees”**) and

1. **[Retiring Trustee’s name]** (company number [Co Number]) whose registered office is at **[Retiring Trustee’s Registered Address including postal code]** (the **“Retiring Trustee”**) and
2. **[Original Administrator’s name]** (company number [Co Number]) whose registered office is at **[Original Administrator’s Registered Address including postal code]** (the **“Original Scheme Administrator”**) and
3. **[New Administrator’s name]** (company number [Co Number]) whose registered office is at **[New Administrator’s Registered Address including postal code]** (the **“New Scheme Administrator”**)

**AND IS SUPPLEMENTAL TO:**

1. A Trust Deed and Rules dated [**Date of Establishing Trust Deed**] (“**the Deed of Establishment**”) establishing a pension scheme called the [**Pension Scheme Name**] (**“the Scheme”**).
2. A Deed of Appointment dated [**Date of Previous Deed of Appointment**] whereupon [Name of Trustee Appointed] was appointed as a Trustee of the Scheme. {If Applicable}
3. A Deed of Removal dated [**Date of Deed of Removal**] whereupon [Name of Trustee Removed] was removed as a Trustee of the Scheme. {If Applicable}
4. A Deed of Appointment and Removal dated [**Date of Deed of Appointment and Removal**] whereupon [Name of Trustee Appointed] was appointed as a Trustee of the Scheme and [Name of Trustee Removed] was removed as a Trustee of the Scheme. {If Applicable}
5. A Deed of Amendment dated [**Date of Deed of Amendment**] whereby [All / Part] of the existing provisions were amended. [The provisions contained in the Deed of Amendment are known as **“the Governing Trust Deed and Rules”** / The provisions contained in the Deed of Establishment and Amended by the Deed of Appointment together are known as **“the Governing Trust Deed and Rules”**]. {If Applicable}

**WHEREAS:**

1. Pursuant to the powers contained in [Provision / Clause / Rule] [N˚] of the [Deed of Establishment / Governing Trust Deed and Rules] the [Principal Employer / Trustees / Trustees with the consent of the Principal Employer] also wishes to remove the Retiring Trustee as [Professional Trustee / a Trustee] of the Scheme.
2. Pursuant to the powers contained in [Provision / Clause / Rule] [N˚] of the [Deed of Establishment / Governing Trust Deed and Rules] the [Principal Employer / Trustees / Trustees with the consent of the Principal Employer] [wish / wishes] to remove the Original Scheme Administrator from their duties.
3. Pursuant to the powers contained in [Provision / Clause / Rule] [N˚] of the [Deed of Establishment / Governing Trust Deed and Rules] the [Principal Employer / Trustees / Trustees with the consent of the Principal Employer] [wish / wishes] to appoint the New Scheme Administrator as the Administrator (the **“Scheme Administrator”**) in accordance with section 270 of the Finance Act 2004.

**NOW THIS DEED WITNESSETH** as follows:

1. In exercise of the powers contained in the said [Provision / Clause / Rule] [N˚] of the [Deed of Establishment / Governing Trust Deed and Rules] the [Principal Employer / Trustees / Trustees with the consent of the Principal Employer] hereby removes the Retiring Trustee as [Professional Trustee / a Trustee] of the Scheme.
2. In exercise of the powers contained in [Provision / Clause / Rule] [N˚] of the [Deed of Establishment / Governing Trust Deed and Rules] the [Principal Employer / Trustees / Trustees with the consent of the Principal Employer] hereby removes the Original Scheme Administrator as the Scheme Administrator of the Scheme and appoints the New Scheme Administrator as the Administrator of the Scheme. The New Scheme Administrator hereby agrees to be bound by the terms of the Trust Deed and Rules.

**IN WITNESS** whereof this document has been executed as a Deed on the date stated at the beginning of this Deed.

|  |  |
| --- | --- |
| **Executed** as a deed by [**Principal Employer's Name**]  acting by two Directors or one Director and the Secretary: |  |
| SIGNATURE of Director |
|  |
| SIGNATURE of Director/Secretary |

|  |  |
| --- | --- |
| **Executed** as a deed by [**Principal Employer's Name**]  acting by one Director [**Director’s Name**] in the presence of: |  |
| SIGNATURE of Director |
| NAME of Witness |  |
| ADDRESS of Witness |  |
|  |
|  |
| OCCUPATION of Witness |  |
| SIGNATURE of Witness |  |

|  |  |
| --- | --- |
| **SIGNED** as a deed by [**Trustee’s full Name**]  in the presence of: |  |
| SIGNATURE of Trustee |
| NAME of Witness |  |
| ADDRESS of Witness |  |
|  |
|  |
| OCCUPATION of Witness |  |
| SIGNATURE of Witness |  |

|  |  |
| --- | --- |
| **SIGNED** as a deed by [**Trustee’s full Name**]  in the presence of: |  |
| SIGNATURE of Trustee |
| NAME of Witness |  |
| ADDRESS of Witness |  |
|  |
|  |
| OCCUPATION of Witness |  |
| SIGNATURE of Witness |  |

|  |  |
| --- | --- |
| **SIGNED** as a deed by [**Trustee’s full Name**]  in the presence of: |  |
| SIGNATURE of Trustee |
| NAME of Witness |  |
| ADDRESS of Witness |  |
|  |
|  |
| OCCUPATION of Witness |  |
| SIGNATURE of Witness |  |

|  |  |
| --- | --- |
| **Executed** as a deed by [**Old Administrator**]  acting by two Directors or one Director and the Secretary: |  |
| SIGNATURE of Director |
|  |
| SIGNATURE of Director/Secretary |

|  |  |
| --- | --- |
| **Executed** as a deed by [**Old Administrator**]  acting by one Director in the presence of: |  |
| SIGNATURE of Director |
| NAME of Witness |  |
| ADDRESS of Witness |  |
|  |
|  |
| OCCUPATION of Witness |  |
| SIGNATURE of Witness |  |

|  |  |
| --- | --- |
| **Executed** as a deed by [**New Administrator**]  acting by two Directors or one Director and the Secretary: |  |
| SIGNATURE of Director |
|  |
| SIGNATURE of Director/Secretary |

|  |  |
| --- | --- |
| **Executed** as a deed by [**New Administrator**]  acting by one Director in the presence of: |  |
| SIGNATURE of Director |
| NAME of Witness |  |
| ADDRESS of Witness |  |
|  |
|  |
| OCCUPATION of Witness |  |
| SIGNATURE of Witness |  |