

Ms E McAlister  
Retirement Capital  
Processing Centre  
Venture Wales Building  
Merthyr Tydfil Industrial Park  
PENTRBACH  
CF48 4DR

4 March 2020

Our Ref: 1S/0160/SSAS KVR 3/GSM/NJS – Please quote this reference in any reply  
Direct Dial: 01722 443628  
Email: ssas@rowanmoor.co.uk

Dear Ms McAlister

## **GCHR Consulting Ltd Executive Pension Scheme**

Further to our recent correspondence, please find enclosed the Deed of Removal and Appointment of Trustee duly signed on behalf of Rowanmoor Trustees Limited and Rowanmoor Executive Pensions Limited. I have retained a copy for our records, however, please forward a certified true copy for our records. We will then issue a letter whereby Rowanmoor Executive Pensions Limited resign as Administrators with effect from the date of the Deed.

I can confirm once the assets held within the scheme have been re-registered the Scheme's Metro account can be closed, and the funds transferred using the details provided in your letter.

The Pension Scheme Return was completed for 2019 by Rowanmoor and if the Scheme is not wound up before 5 April 2020 a further Pension Scheme Return will need to be completed.

Please note, you have already been associated on HMRC online and I would therefore be grateful if you could confirm once you have accepted the appointment, so Rowanmoor can remove themselves.

Please ensure that the assets of the above pension scheme are registered to remove Rowanmoor Trustees Limited as co-owners within three months of the date of this letter. After this we will charge for any work in relation to the re-registration of the assets on a time spent basis with a minimum charge of £50 + VAT.

Please note, that that our files for Scheme's that have been transferred to a new provider will be destroyed after seven years, after the date of transfer concludes.

I look forward to hearing from you as soon as possible. If you have any queries please contact me.

Yours sincerely



**Georgina Maple**  
Assistant  
Client Portfolio (SSAS)

Encs

rowanmoor.co.uk