

Thursday, 28 October 2021

**PRIVATE & CONFIDENTIAL**

Data Processing Centre  
Retirement.Capital  
Venture Wales Building  
Merthyr Tydfyl Industrial Business Park  
Merthyr Tydfyl  
Wales  
CF48 4DR

**RE Additional Trustee – ATB FIRE SAFETY EXECUTIVE PENSION**

Dear Sir or Madam

With reference to the above scheme, please find enclosed details of a new trustee and necessary documentation to add to the scheme following a regulation review completed by yourselves.

I would be grateful if you could invoice Stratford Collins Consultants for the associated works required to complete this process in line with your previously confirmed and agreed fees of £200 as we will be settling your fees.

Please also find attached a signed AIB payment instruction from our clients authorising payment of our invoice associated with our works and your fees in completing these requirements. I would be grateful if the payment instruction could be processed following the usual procedures at which point we will settle your corresponding invoice to us.

If I can be of any further assistance, please do not hesitate to contact me.

Yours faithfully



Adrian Shakespeare Dip PFS, Cert's CII (MP & ER)  
**Managing Director**

**ATB FIRE SAFETY EXECUTIVE PENSION**

**Additional Trustee 1:**

Name:	JACKIE BURNS.
Home Address:	4 PARC CASTELL Y MYNACH CREIGAU CARDIFF CF15 9NU.
Date of Birth:	14/2/59
Email address:	JAB59@TALKTALK.NET.

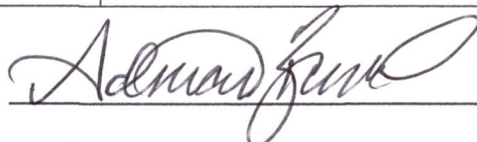
**Additional Trustee 2:**

Name:	
Home Address:	
Date of Birth:	
Email address:	

**Additional Trustee 3:**

Name:	
Home Address:	
Date of Birth:	
Email address:	

Signature:



Print Name:

ADRIAN BURNS.

Date:

20/10/21

## Invoice

Invoice Number: **4537**  
Invoice Date: **28/10/2021**

## Billing Address:

Company  
Name  
Address  
Postcode

**ATB Fire Safety Executive Pension**  
4 Parc Castell-Y-Mynach  
Creigiau  
Cardiff  
CF15 9NU

### Service Information:

Client	Fee Description	Amount Each	Total Amount
ATB Fire Safety	Trustee Administrative Assistance		£350.00
		Subtotal:	£350.00
		:	
		Expenses:	
		<b>Grand Total:</b>	<b>£350.00</b>

Payment is required within 14 days of receipt of Invoice, a prepaid envelope is enclosed for your convenience.

### Notes:

#### Bank Details:

Stratford Collins Consultants  
Lloyds TSB, 18 Wyndham Street, Bridgend, CF31 1EQ  
Account Number; 00422204  
Sort Code;30-91-18

Stratford Collins Consultants Limited, PO BOX 83, Llantwit Major, Vale Of Glamorgan, CF71 9BT

Registered in England and Wales No. 5951675

Tel; 01446 500538  
E-Mail; adrian@stratfordcollins.co.uk

(Faster Payments & CHAPs)



Registered Scheme Administrator

## 1. Customer details

## ATB FIRE SAFETY

0	4	9	1	9	0	8	8
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## 2. Payment details

☒ Faster Payment (No Fee)

☐ CHAPs (£25.00 Fee)

☐ Account To Account Transfer

				3	5	0	0	0
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THREE HUNDRED AND FIFTY POUNDS

### 3. Beneficiary Information

STRATFORD COLLINS CONSULTANTS

3	0	9	1	1	8
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0	0	4	2	2	2	0	4
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ATB TRUSTEE


#### 4. Customer Signature

Date: 20/10/21

Date:

**FOR INTERNAL USE ONLY**

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<b>Input By:</b>		
<b>Signature:</b>		
<b>Date:</b>		

										
<p>Authorised By: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span></p>										
<p>Signature: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span></p>										
<p>Date: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span></p>										