

Sirs
Cranfords Trustees Limited
International House
Constance Street
LONDON
E16 2DQ

14 November 2019

Our Ref: 02/4290/SSAS TLG 2/DZO - Please quote this reference in any reply
Direct Dial: 03445 440 752
Email: ssas@rowanmoor.co.uk

Dear Sirs

Bentley Cheadle Executive Pension Scheme

Further to Retirement Capital's letter dated 1 October 2019 I confirm we are not aware of any professional reasons why you should not accept the appointment of Independent Trustee and Scheme Administrator and I enclose the information which you have requested.

I also enclose the original Dolphin Capital Loan Note Certificates which have been held in our safe.

Please also find enclosed the Deed which has been signed on behalf of Rowanmoor Trustees Limited. Please remove Clause 4 under Parties and return a certified true copy to me. We will then issue a letter whereby Rowanmoor Executive Pensions Limited resign as Administrator with effect from the date of the Deed.

Please advise your Administrator ID for HMRC's online service and we will then associate you to the Pension Scheme, notify you so that you can add yourselves and then we will remove ourselves

Please advise the new bank account details to enable us to close the Scheme's Metro Bank account and transfer the monies held to the new account.

Rowanmoor Executive Pensions Limited currently prepares the annual Pension Scheme Return (PSR) and the new Administrator will need to take responsibility for this in future. The PSR for the year ended 5 April 2019 has been completed.

Finally, the bank account with our designated bank, must be closed, as this operates under special arrangement which we have with these company. All our fees must be settled in full prior to the designated bank account being closed. All other assets, in the Scheme will need to be reregistered so that Rowanmoor Trustees Limited is no longer co-owner. The re-registration must be completed within three months of the date of the Deed of Removal and Appointment and after this we will charge on a time spent basis with a minimum charge of £50 + VAT.

I look forward to hearing from you shortly. If you have any queries please contact me.

Yours sincerely



Darren Osborne
Administrator
Client Portfolio (SSAS)

Copy: Retirement Capital

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