

Rowanmoor House
46-50 Castle Street
Salisbury SP1 3TS

Strictly Private and Confidential

Mr R S Dawson
39 Mead Avenue
SLOUGH
SL3 8HS

17 August 2019

Our Ref: 1S/0911/SSAS KVR 3/KVR/TLG/NJS – Please quote this reference in any reply
Direct Dial: 03445 440 707

Dear Mr Dawson

Bernies 27 Executive Pension Scheme

Further to the receipt of a Deed of Removal and Appointment of Trustee from Retirement Capital, I was sorry to learn that the Trustees wish to remove Rowanmoor Trustees Limited as Independent Trustee and Rowanmoor Executive Pensions Limited as Administrator and for Cranfords Trustees Limited to be appointed in our place.

There are a number of formal and legal obligations that need to be met so that the transfer of Independent Trustee and Administrator can take place. These are as follows:

- As you are aware, Rowanmoor Executive Pensions Limited currently prepare the Pension Scheme Return (PSR) and the new Administrator will need to take responsibility for these in future. The PSR for the year ended 5 April 2019 needs to be completed.
- Please advise if the new Administrator will complete and submit the PSR or whether you wish Rowanmoor Executive Pensions Limited to do so prior to the new Administrator's appointment being finalised. Please note the deadline for the submission of the PSR to HMRC is 31 January 2020 to avoid any fines being levied for late or non submission.
- All fees owed to Rowanmoor Executive Pensions Limited must be paid in full before Cranfords Trustees Limited is appointed and our administration fees will continue to accrue until we are formally removed. In accordance with our Client Agreement, all fees due to Rowanmoor Executive Pensions Limited at termination shall be payable and no fees, either paid or due, shall be refundable.

In addition to our usual administration fees, the following fees will apply:

Cessation of services fee	£675
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All fees are subject to VAT.

The figures quoted above represents our current estimate of the remaining fees to be paid to terminate our involvement. Rowanmoor Executive Pensions Limited reserves the right to vary this figure should it subsequently come to light that work has either carried on beyond the estimated completion date and/or valid billable work has not been allowed for in the initial estimate. We will of course endeavour to give as much notice as possible if we feel that the initial estimate needs to be varied.