**From:** Georgina Stuliglowa [<mailto:georginas@pensionpractitioner.com>]   
**Sent:** 16 February 2017 09:52  
**To:** Julie King  
**Subject:** Re: FW: Brighton Bed Centre Ltd Executive Pension Scheme

Hi Julie,

I hope you are well.

I am aware that this takeover is going back quite a while now and the file may have been archived by now.

I was wondering if you could easily tell us if the scheme was registered by you for PAYE and if you have the 13 character Account Office Reference Number available, along with the Employer PAYE reference.

We have received a reference number from the Trustees of 503VZ91301, but according to HMRC it does not correspond to the scheme name and may be wrong.

I would appreciate your help on this.

If obtaining this information would incur any charges, I would appreciate if you can advise of this in advance.

Many thanks

Kind regards  
Georgina

On 16 February 2017 at 16:51, Jessica Clarke <[Jessica.Clarke@rowanmoor.co.uk](mailto:Jessica.Clarke@rowanmoor.co.uk)> wrote:

Dear Georgina

Further to your email below to my colleague Julie King, I can confirm that our files on this Scheme have been archived. Our fee for retrieving archived files is £50 + VAT per box, and then we charge on a time spent basis for work required, which would be at least £115 + VAT per hour (depending on who completes the work, which may be affected by its complexity).

All I can really say at this point is that the reference number provided to you by the Trustees is Rowanmoor’s PAYE code, not that of the pension scheme (if it has one), and most information that we had would have been provided on the members’ payslips from the time, so if they still hold those they might be of assistance.

If you do require us to look into it further, please let us know, and also to whom our invoice should be addressed for settlement.

I trust this is of some assistance.

Kind regards

**Jessica Clarke**

**Client Portfolio Administrator**

**SSAS Administration Department**