



Rowanmoor House • 46-50 Castle Street • Salisbury SP1 3TS
Telephone: 03445 440 440 • Fax: 03445 440 500
DX 124683 • Salisbury 3

With compliments

Rowanmoor Pensions is a trading name of Rowanmoor Group plc. Registered in England (No.5792242). Registered office as above.

Strictly Private and Confidential

Mrs M Morris
Brighton Bed Centre Ltd
90 Woodland Drive
HOVE
BN3 6DE

16 October 2015

Our Ref: 02/9236/SSAS JAK 2/JRC/APB - Please quote this reference in any reply
Direct Line: 03445 440 620
Email: ssas@rowanmoor.co.uk

Dear Mrs Morris

Brighton Bed Centre Ltd Executive Pension Scheme

Further to your letter dated 7 September 2015, I was sorry to learn that the Trustees wish to remove Rowanmoor Trustees Limited as Independent Trustee and Rowanmoor Group plc as Administrator and for Pension practitioner.com 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:

- It is a legislative requirement that a new Administrator must be appointed on-line at the HMRC website (www.hmrc.gov.uk) within 30 days of Rowanmoor Group plc ceasing to act as Administrator.
- As you are aware, Rowanmoor Group plc currently prepare the Registered Pension Scheme Return and Scheme Accounts and the new Administrator will need to take responsibility for these in future. The Return for the year ended 5 April 2015 has been completed
- All fees owed to Rowanmoor Group plc must be paid in full before Pension practitioner.com 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 Group plc 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 £625 + VAT

If a fund split is required, there will be a fee of £200 + VAT

All fees are subject to VAT.

continued

page 2

The figures quoted above represents our current estimate of the remaining fees to be paid to terminate our involvement. Rowanmoor Group plc 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.

Our next annual administration fee is due on 1 November 2015 and if we have not been able to remove ourselves as Administrator by then, this fee may be payable in full.

Please also note that Pension Reviews for yourself and Mr Morris were due as at 1 September 2015. Please could you confirm whether we will be required to complete these, or if Pension practitioner.com will arrange it once they are appointed. If we need to complete the Pension Reviews, there may be fees of £200 + VAT per member and an additional £200 + VAT where we need to calculate a fund split between the members.

Finally, bank accounts with our designated bank must all be closed, as these operate under special arrangements. 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.

Should you have any queries please contact me on the above direct dial.

Yours sincerely



Jessica Clarke
SSAS Administration Department

Copy: Mr J Roberts, ELG Asset Management
Ms G Stuliglowa, Pension practitioner.com