



Mr A L Cole  
22 The Ramblers  
Poringland  
Norwich  
Norfolk  
NR14 7QN

01<sup>st</sup> April 2015

Dear Sirs,

**Cranfords**

Thank you for your letter dated 28<sup>th</sup> March 2015.

I have checked our records and can confirm that you do not hold any pension funds in any scheme administered by ourselves.

If you have any queries please do not hesitate to contact a member of the SSAS Team.

Yours sincerely,

**Andy Johnson**  
**Senior Pensions Administrator**



**t: 0844 410 0037 f: 0844 410 0038 e: [admin@cranfords.biz](mailto:admin@cranfords.biz) w: [www.cranfords.biz](http://www.cranfords.biz)**

Cranfords is the trading style of the company registered under the number of 3110950 at 1 The Pavilions,  
Cranford Drive, Knutsford Business Park, Knutsford, Cheshire WA16 8ZR  
and name of 3110950 Limited.

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28 March 2015

Bromley and Orpington Ltd t/a Tax Assist  
3110950 Ltd  
1 The Pavilions  
Cranford Drive  
Knutsford Business Park  
KNUTSFORD  
WA16 8ZR

Dear Sir or Madam

**RE: BROMLEY AND ORPINGTON RETIREMENT BENEFITS SCHEME**

I worked for Tax Assist as a Franchise Recruitment Officer at the Head Office in Norwich, of Tax Assist Ltd, from 2001 to 2004.

I have been in contact with the government's pension tracing service, who have given me your details as it may be that I was enrolled into a pension scheme at the time I worked for the company whose pension you are administering.

I would be grateful, therefore, if you could read the contents of the enclosed document from the Pensions Service and check your records and let me know whether or not I have any pension funds from your scheme.

My address details are on the form as well as on this letter. I am enclosing a stamped addressed envelope for your reply.

Thank you very much for your assistance in this matter. I look forward to hearing from you.

Yours faithfully



MR A L COLE

Enclosures: Pensions Tracing service form, sae

# Pension Tracing Service



Department  
for Work &  
Pensions

## Contacting a pension scheme administrator

We have enclosed possible contact details for the pension scheme or schemes that you are trying to find. Please fill in all the details we have asked for on the back of this letter, then send it to the scheme administrator at the address we provided. The information you give will help the administrator check if you or the person you are acting for have any pension rights with them.

If you are acting on behalf of someone else, please give any extra information you think may help the scheme administrator when they check their records. For example, if the scheme member has died, give their date of death.

**Remember** – send this form to the **scheme administrator** at the address we sent you.

**Do not** send it back to the Pension Tracing Service.

## Where do you want the information sent?

Please give your contact details here. If you want the reply sent to someone else, please give their details here.

Please fill in this form with BLACK INK and in CAPITALS.

Name

Mr/Mrs/Miss/MS **COLE**

Address

**22 THE RAMBLERS**

**PORINGLAND**

**NORWICH**

**NORCOLK**

Postcode **NR14 7QN**

Phone  
number

**01508 493737 (ex directory)**