



Telephone Number: 0203 150 1251

Email Address: info@cranfords.biz

Park First Limited  
Group First House  
12A Mead Way  
Padiham  
BB12 7NG

Date: 12<sup>th</sup> November 2020

**Burnham Road 1960 Ltd Executive Pension Scheme  
Parkfirst – Plot Numbers 983, 984 and 985, Car Park 5 MacDowall Street, Paisley**

To Whom it may Concern,

Please may you assist. We have been appointed by Philip Hippisley to administer his pension scheme Burnham Road 1960 Ltd Executive Pension Scheme. In order to complete the takeover, Rowanmoor who were the previous administrators to the scheme have requested that Philip's Parkfirst asset be reregistered.

Please find enclosed:

1. Deed of Covenant
2. Notice of Assignment

Please may I trouble you to sign, name, witness and date the Deed of Covenant and sign, name and date the Notice of Assignment.

Please may these then be posted back to me at:

Office 12  
Venture Wales Building  
Pentrebach  
Merthyr Tydfil  
Wales CF48 4DR



Telephone Number: 0203 150 1251

Email Address: [info@cranfords.biz](mailto:info@cranfords.biz)

I will then post these to Rowanmoor to complete the transfer.

Thank you for your assistance and should you have any queries, please do not hesitate to contact me.

Yours Faithfully,

*Esther Salmon*

Esther Salmon

Scheme Administrator