



Mr Philip Hippisley  
15 Burnham Road  
Bath  
Avon  
BA2 3RY

1<sup>st</sup> October 2020

Dear Philip,

**Burnham Road 1960 Ltd Executive Pension Scheme – Parkfirst Re Registration**

I hope you are keeping well and healthy. Further to your recent communications with my colleague Paul and Rowanmoor not transferring your funds due to Parkfirst re registration, we have produced the following documents that will then allow Rowanmoor to release your funds:

1. Parkfirst – Deed of Assignment – please sign where stated and have a witness sign, name and address
2. Parkfirst – Deed of Covenant - please sign where stated and have a witness sign, name and address
3. Parkfirst – Notice of Assignment of Lease – please only sign and print name, where stated on behalf of the Trustees of the Burnham Road 1960 Ltd Executive Pension Scheme

**Please do NOT date the documents.**

Please then post them back to myself and Paul Davies:

**Office 12**

**Venture Wales Building**

**Pentrebach**

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.Capital



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Processing Centre  
Venture Wales Building  
Merthyr Tydfil Industrial Park  
Pentrebach  
CF48 4DR

**Merthyr Tydfil Industrial Business Park**

**Merthyr Tydfil**

**Wales CF48 4DR**

We will then send these onto Parkfirst to sign and then onto Rownamoor.

Thank you for your assistance with this Philip and should you have any queries or require any guidance, please do not hesitate to contact either myself or Paul.

Yours Sincerely,

Esther Salmon  
Scheme Administrator

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