



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

Date: 12 September 2019

SSAS Dept
Rowanmoor
Rowanmoor House
46-50 Castle St
Salisbury
SP1 3TS

Dear Sirs,

Carolyn Executive Pension Scheme
Member: Thomas Renwick

Please find enclosed an authority letter and a deed of removal.

We have been asked to provide administration services to the trustees and our trustee company, Cranfords Trustees Limited shall be the registered scheme administrator and independent trustee.

Would you please sign the enclosed deed of removal and return this to us. In addition, we require the leases and supporting documents held in First Group, the investment certificates held with Dolphin Property and a copy of the current cash statements in Metro Bank for the tax period ending 5 April 2019. **We would request that this information is emailed to us at info@retirement.capital. Kindly return the signed deed of removal to us to our office at Pentrebach stated above.**

We will contact the current providers in connection with the re-registration of investments and advise you further.

We will complete any outstanding tax returns to HMRC and the client accepts the exit charge that you apply. The admin ID number is A0150268 for Cranfords Trustees Limited.

Thank you for your assistance.

Yours sincerely

Emily McAlister
For Retirement Capital