**Nikita Pennell  
Rowanmoor Group  
Rowanmoor House  
46-50 Castle Street  
Salisbury  
SP1 3TS**

29 September 2015

Dear Nikita,

**Elljess Investments Ltd Executive Pension Scheme**

We write to advise you that we have been appointed to provide administration services for the above scheme.

I attach a certified copy of the Deed of Removal of Trustee for your records.

As the Managing Trustees have requested that Rowanmoor Trustees Limited be removed as the Independent Trustee, this will therefore remove any legal obligation from you in relation to Elljess Investments Ltd Executive Pension Scheme.

Please kindly associate the new administrator to the scheme. The new Administrator ID is **A0130027** and the name of the Scheme Administrator is **Pension Practitioner.Com Limited**.

As the Pensions Regulator has changed their procedure of allowing an online access to the scheme and scheme keys are no longer in use, please therefore associate us as a user under *Manage* *who can access this scheme online* section on Exchange. The e-mail address to be used for this purpose is [**bradd@pensionpractitioner.com**](mailto:bradd@pensionpractitioner.com). Please also advise us of the PSR number.

We would also require a copy of an up to date share of fund split for the members.

The new pension scheme account has already been opened. Please find the details below:

Account Name: Elljess Investments Ltd Executive Pension Scheme  
Bank Name: Metro Bank  
Account Number: 17957357  
Sort Code: 23-05-80

Please arrange to have the pension scheme funds transferred to the above account when you are ready.

We have been advised that the scheme holds investments with Akbuk Resort Group and Dolphin Capital. I can confirm that we will arrange a re-registration of these assets.

Please feel free to contact me if you have any queries or require anything further.

Thank very much you for your assistance.

Yours sincerely

Georgina Stuliglowa  
**For Pension Practitioner .Com**

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