

## Implications on post removal administration

The Managing Trustees will be responsible for the following **(there will be no guidance available from Friends Life)**.

**Scheme documentation** - changes to scheme rules, addition or removal of employers and trustees. For example full rules incorporating the April 2006 changes must be adopted by 2011. Any future changes to legislation or HMRC rules requiring rule alterations will be the responsibility of the Managing Trustees.

**Non Friends Life investments** - general suitability of investments, obtaining guidance, liaison with specialist advisers and required documentation.

**Legislative requirements** - ensuring scheme continues to meet existing and new requirements.

**On line Revenue (HMRC) reporting** - registering on line and completing Accounting for tax, Scheme event and Pension scheme return reports (the latter will be required for all Small Self Administered Schemes). Some of the reporting requirements have deadlines and failure to meet these may result in fines being levied. Further delays may also result in daily fines of up to £60 per day.

**Authorised Practitioner** - where Friends Life Services Limited have been appointed we will be removed and the Scheme Administrator will perform this role themselves or appoint a replacement.

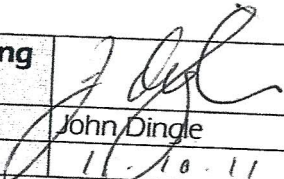
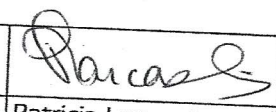
**Actuarial advice** - the Managing Trustees will need to appoint an advising actuary (Friends Life Services Limited will resign if already appointed). They will be required to provide actuarial advice in accordance with the scheme rules e.g. the calculation of a member's Individual Benefit Fund.

**Vesting benefits** - calculation of retirement benefits, tax free cash protection and fund protection figures, unsecured income and alternatively secured pension figures. Provision of any required documentation to pay benefits and evidence benefits e.g. Lifetime Allowance Certificates.

**Liaising with HMRC** - will be undertaken by the Managing Trustees and their advisers.

**Day to day running of the scheme** - will be undertaken by the Managing Trustees and their advisers.

We confirm that we understand the implications of no longer having Suntrust Limited as a Special Trustee and wish to proceed. The Managing Trustees will be responsible for removing Suntrust Limited from any investments / bank accounts at their own expense, any costs incurred by Suntrust Limited will be charged onto the Trustees.

<b>Signatures of the Managing Trustees</b>			
<b>Name in block capitals</b>	John Dingle	Patricia Lancaster	
<b>Date</b>	11.10.11	11.10.11	