



CARLTON JAMES

FOA - Emily McAlister
Pension Practitioner.com
Daws House
33-35 Daws Lane
London
NW7 4SD

Date – 03/06/2016

Dear Emily,

RE: NGCS Retirement Scheme, New Member Additions

Please see the enclosed documentation in relation to new members joining the NGCS Retirement Scheme in names of Stephen Greenaway and Penelope Bailey.

Yours Sincerely,

Adam Holmes
Paraplanner

Date of Deed:

Deed of Appointment of Trustee
NGCS Retirement Scheme

Parties

- 1 **N Greenaway Construction Services Limited** (Company No. 07780648) whose registered office is situated at 21 Westmorland Road, Swindon, Wiltshire, SN1 2ND (in this deed called the "Principal Employer")
- 2 **Nicholas Greenaway and Kimberley Greenaway** of 21 Westmorland Road, Swindon, Wiltshire, SN1 2ND and **William David Finlay** of 21 Barlow Close, Wheatley, Oxford, OX33 1NL (in this deed called the 'Continuing Trustees')
- 3 **Stephen Vincent Greenaway** of 39 Inverary Road, Wroughton, Swindon, SN4 9DH and **Penelope Jane Bailey** of 49 Vicarage Road, Swindon, SN2 1JH (in this deed called the 'New Trustee')

Recitals


- (A) **NGCS Retirement Scheme** (in this Deed called the 'Scheme') is a pension scheme which is now governed by a Definitive Trust Deed and rules dated 31 August 2014 (in this Deed called the 'Existing Provisions') and all subsequent amending documentation.
- (B) The Continuing Trustee is the present trustees of the Scheme.
- (C) It is intended that the New Trustee be appointed as trustee of the Scheme

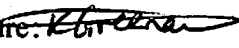
Operative provisions

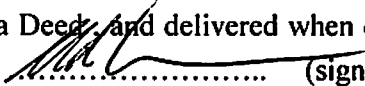
- 1 Pursuant to Rule 4.1 of the Existing Provisions the Principal Employer appoints the New Trustee to the Scheme, the New Trustee consents to their appointment.
- 2 The parties agree to take all reasonable steps to vest in the Continuing Trustee and the New Trustee the trusts of the Scheme and all of the assets of the Scheme.
- 3 The provisions of this deed shall have effect on and from its date.

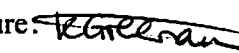
IN WITNESS OF WHICH this document is executed as a deed and is delivered on the date stated above.

SIGNED as a deed, and delivered when dated,
by **N Greenaway Construction Services**
Limited acting by

Director Signature: 
Name : N. GREENAWAY

Witness Signature: 
Name : K GREENAWAY
Address : 21, Westmorland Road
 Swindon.
 SN1 2ND

SIGNED as a Deed, and delivered when dated,
by  (signature)
Nicholas Greenaway in the presence of:

Witness Signature: 
Name : K GREENAWAY
Address : 21, Westmorland Road,
 Swindon.
 SN1 2ND

SIGNED as a Deed, and delivered when dated,
by William David Finlay (Signature)

William David Finlay in the presence of:

Witness

Signature:

F. M. May

Name :

PHILIP M MAY

Address :

4 BARLOW CLOSE

WHEATLEY

OXFORD

OX33 1NL

11th May 2016

SIGNED as a Deed , and delivered when dated,
by K. Greenaway (signature)

Kimberley Greenaway in the presence of:


Witness

Signature:



Name : N. GREENAWAY

Address : 21 Westmarch Road
Swindon
SN12 8ND

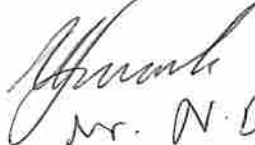
SIGNED as a Deed , and delivered when dated,
by  (signature)

Stephen Vincent Greenaway in the presence
of:

Witness Signature:

Name :

Address :


Mr. N.D. Seamark.
Penn Orchard.
Shoppers Hill
Brink north
SN1 5SDP

SIGNED as a Deed , and delivered when dated,
by *Penelope Jane Bailey* (signature)

Penelope Jane Bailey in the presence of:

Witness

Signature: 

Name : *Adam Holmes*

Address : *Lime Kiln House, Lime Kiln, RWB, SN4 7HF*

Stephen Vincent Greenaway
39 Inverary Road,
Wroughton,
Swindon,
SN4 9DH

2016

Dear Stephen,

NGCS Retirement Scheme ("the Scheme")

This letter outlines the features of the Scheme as they would apply to you and invites you to become a member.

CONSTITUTION

The Scheme is to be a registered pension scheme within the meaning of Part 4 of the Finance Act 2004, governed by rules adopted by a deed dated ("the Rules") and administered by the trustees for the time being ("the Trustees"). The Rules will over-ride this letter in the event of any conflict between them. References to specific Rules are given for convenience in some of the headings below.

ADMISSION TO MEMBERSHIP (Rule 16)

Admission to the Scheme is at the discretion of the Company

CONTRIBUTIONS (Rule 17)

The Rules allow members, their employers and you to make contributions to the Scheme. The Rules do not make contributions by any person compulsory.

INDIVIDUAL FUNDS

Each Member of the Scheme has an "Individual Fund", built up through (i) contributions by/in respect of the Member and (ii) any transfer payments in respect of the Member from other schemes, adjusted to take account of the investment experience of the Scheme.

All benefits paid to or in respect of a Member are paid out of (and therefore their amount is limited by) his Individual Fund.

The Individual Fund will be further limited by the lifetime allowance, which at the date of this letter is £1 million.

BENEFITS FOR MEMBER (Rule 19)

The latest age at which benefits may be drawn is 77 and the earliest age is usually 55 but you may be able to draw benefits earlier if you suffer from incapacity or serious ill-health, or if you had an unusually low normal retirement age under the previous tax regime.

The Rules allow you to take benefits at any age consistent with this new tax regime. "Retirement" in this letter means simply drawing benefits during your lifetime.

On retirement, your Individual Fund will be applied by the Trustees to provide - at your request - a lump sum, which is payable free of income tax under current law. The maximum lump sum is usually 25% of the Individual Fund, but may be more or less in some cases, particularly for members with "transitional protection" of rights built up before A-day.

The remainder of your Individual Fund will then be designated to provide pension in the form of income withdrawal. This is essentially a pension drawn from the Individual Fund, the amount of which can be varied between:

- a minimum of nil and
- a maximum set every 3 years based on 100% of the single life annuity which could be bought with the Individual Fund.

When you reach age 77 the ability to draw an initial lump sum is lost.

BENEFITS ON DEATH (Rule 20)

On your death, the Trustees will use your Individual Fund to provide lump sum benefits and/or pensions for your dependants and other beneficiaries in accordance with the Rules.

The Rules give the Trustees wide discretion as to both the form of benefits and the recipients:

- pensions can be provided for dependants (which includes spouses and civil partners, children up to age 23 and others actually dependent on you);
- lump sums can be paid to any person.
- Some or all of your fund can be paid to a registered charity.

STATE PENSION ARRANGEMENTS

The Scheme is not contracted out of the State Second Pension Scheme.

TERMINATION (Rule 14)

The Scheme may be terminated in accordance with the Rules. In the event of its termination the assets of the Scheme will be applied for the benefit of Members having regard to their respective Individual Funds.

AMENDMENT (Rule 3)

The power to amend the Scheme may be exercised by the Principal Employer

ENQUIRIES / PROBLEMS

General enquiries about the Scheme or about your entitlement to benefit should be directed to the Administrator at Daws House, 33-35 Daws Lane, London. NW7 4SD.

OPAS (The Pensions Advisory Service) is available at any time to assist members and beneficiaries of the Scheme in connection with any pensions query they may have, or any

difficulty which they have failed to resolve with the Trustees or the administrators of the Scheme.

The Pensions Ombudsman appointed under section 145(2) of the Pension Schemes Act 1993 may investigate and determine any complaint or dispute of fact or law in relation to an occupational pension scheme made or referred in accordance with that Act.

Both OPAS and the Pensions Ombudsman may be contacted at 11 Belgrave Road, London SW1V 1RB.

The Pensions Regulator is able to intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties.

The Pensions Regulator may be contacted at Napier House, Trafalgar Place, Brighton BN1 4DW.

DATA PROTECTION


The Trustees are a "data controller" for data held about you in connection with the Scheme. This data may be used for any reasonable purpose connected with the administration of the Scheme, including decisions about the amount of benefits and eligibility for those benefits.

Data may be disclosed to delegates, agents and professional advisers but will otherwise be disclosed only with your consent or as required by law.


You are entitled on request to see copies of any personal data held about you, and to be told its source.

APPLICATION FOR MEMBERSHIP

If you wish to apply for membership of the Scheme, please sign and return this letter.

Signed  Name N. Greenaway
(Authorised signatory of N Greenaway Construction Services Limited)

I apply for membership. I agree to abide by the terms of this letter and the Rules.

Signed  Stephen Vincent Greenaway

Date 3/5/2016

Penelope Jane Bailey
49 Vicarage Road
Swindon
SN2 1JH

2016

Dear Penelope,

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This letter outlines the features of the Scheme as they would apply to you and invites you to become a member.

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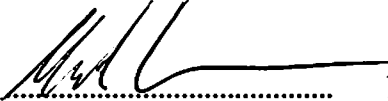
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Data may be disclosed to delegates, agents and professional advisers but will otherwise be disclosed only with your consent or as required by law.

You are entitled on request to see copies of any personal data held about you, and to be told its source.

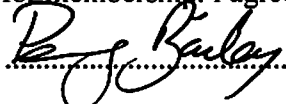
APPLICATION FOR MEMBERSHIP

If you wish to apply for membership of the Scheme, please sign and return this letter.

Signed  Name N. Greenaway

(Authorised signatory of N Greenaway Construction Services Limited)

I apply for membership. I agree to abide by the terms of this letter and the Rules.

Signed  Penelope Jane Bailey

Date 25/05/2016

Nomination of beneficiary form

Scheme Name: **NGCS Retirement Scheme** (hereinafter referred to as the scheme)

Personal details:

Full name including title: Mrs. Penelope Jane Bailey

Date of birth: 09 October 1968

In the event of my death, I, the member of the scheme in trust, request that the funds should be paid to (please refer to the notes below):

Name: <i>Nicholas Bailey</i> Address: <i>49 Vicarage Rd Swindon Wiltshire SN2 1TH</i> Proportion % <i>100</i>	Name: <i>Alexandra Bailey</i> Address: <i>49 Vicarage Rd Swindon Wiltshire SN2 1TH</i> Proportion % <i>100</i>
Name: Address: Proportion %	Name: Address: Proportion %

Declaration

I confirm that:

- i) this supersedes all previous beneficiary nominations; and
- ii) I may revoke this request at any time by submitting a new form to the scheme Administrator

Signature of member:

Penelope Bailey

Date: *25/05/2016.*

Notes:

The member's estate cannot be nominated.

If the member does not complete a nomination form the death benefit would be payable to (or may be applied for the benefit of) such one or more of the member's dependants or named class as the nominated trustee decides, acting in accordance with the governing Trust Deed and Rules.