



Rowanmoor Pensions

Rowanmoor House • 46-50 Castle Street • Salisbury SP1 3TS
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With compliments

Rowanmoor Pensions is a trading name of Rowanmoor Group plc.
Registered in England (No. 5792242) at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS.

Mrs S Quaife-Hobbs
R T Quaife Engineering Ltd
C/o GSI Wealth Management
1 Churchill Court
Horton's Way
WESTERHAM
TN16 1BT

16 August 2012

Our Ref: 17/9018/SSAS5/LAH/JAK/APB - Please quote this reference in any reply
Direct Line: 08445 440 611
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Dear Mrs Quaife-Hobbs

RT Quaife Engineering Ltd Small Self Administered Scheme

Further to your letter dated 19 June 2012, which was only received in our office on 14 August 2012, enclosed with a letter and Deed of Removal from Pension Practitioner.com, I was sorry to learn that the Trustees wish to remove Rowanmoor Trustees Limited as Independent Trustee and Rowanmoor Group plc as Administrator, and for Pension Practitioner.com to be appointed in our place.

There are a number of formal and legal obligations that need to be met so that the transfer of Independent Trustee and Administrator can take place. These are as follows:

- It is a legislative requirement that a new Administrator must be appointed on-line at the HMRC website (www.hmrc.gov.uk) within 30 days of Rowanmoor Group ceasing to act as Administrator. Details of this process can be found on the enclosed information sheet Transfer of Administrator. Please advise us of your Administrator ID so we can associate you online.
- As you are aware, Rowanmoor Pensions currently prepare the Registered Pension Scheme Return and the new Administrator will need to take responsibility for these in future. The Return for the year end 5 April 2012 has been completed and submitted.
- All fees owed to Rowanmoor Pensions must be paid in full. On receipt of the Deed of Removal an invoice for our cessation of services fee of £625 + VAT will be forwarded.
- Bank accounts with the Royal Bank of Scotland must be closed as these operate under special arrangements which we have with them. All other assets in the Scheme will need to be re-registered. The re-registration must be completed within three months of the date of the Deed of Removal and after this we will charge on a time spent basis.

We will provide any information requested by Pension Practitioner.com.

If you have any queries please contact me.

Yours sincerely



Julie King (Mrs)
Team Manager, SSAS Department

Copy: Mr R Battersby
Pension Practitioner.com