Amanda Davies

3 The Covert,

Spondon

Derby

DE21 7RZ

Rowanmoor Trustees Limited  
Rowanmoor House  
46-50 Castle Street  
Salisbury  
SP1 3TS

21st March 2019

Dear Sirs,

**Re: Spondon Management Limited Executive Pension Scheme**

Please accept this letter as formal notice that I no longer wish to use your services as the Registered Administrator and would like you to retire as an Independent Trustee of the above scheme. As per the rules of the Scheme, you will be discharged from your duties as Registered Administrator thirty days after receipt of this letter if you do not choose to avail yourself of the provisions to step down prior to that.

We have appointed Cranfords to provide administration services to the trustees who will supply the deeds to that effect.

Would you please provide them with such assistance as is necessary to effect the smooth transition of the scheme?

Thank you for your assistance.

Yours sincerely,

Amanda Davies