The Pensions Regulator

Napier House

Trafalgar Place

Brighton

BN1 4DW

8th June 2016

Dear Sirs

**Scheme Name: Stephen Ward Directors Pension Scheme**

**PSR No: 247026**

I am writing to confirm that we have recently taken over the administration of the above named Pension Scheme.

Please can you amend your records to show that we are the new Scheme Administrators? Our full details are below:

Cranfords

1 The Pavilions

Cranford Drive

Knutsford Business Park

Knutsford

WA16 8ZR

0844 410 0037

admin@cranfords.biz

Please can you confirm when the details have been amended and issue a Direct Debit instruction to the above email address to set up the new Direct Debit payment from the new Pension Scheme bank account?

I trust this to be in order, however should you have any questions, or require anything further from me, please don’t hesitate to contact me.

Yours faithfully

**Emma Dane**

**Senior Pensions Administrator**