Trustee Resolution

Scheme Name: Tech Step Development Pension

Date: 20th December 2017

Background

The Trustees wish to vary the appointment of registered administrator and practitioner to conform with the additional requirements imposed on the scheme administrator, practitioner and trustees in respect of pension scheme reporting to HMRC, the Pensions Regulator and the General Data Protection Regulation.

Resolution

Pension Practitioner is a registered practitioner with HMRC under reference number 00023193 and is appointed by the Trustees to fulfil all practitioner duties including the day to day administration to ensure tax maintenance of the scheme with HMRC and assistance in respect of operation of pension scheme banking and maintenance of the scheme with the Pensions Regulator.

Pension Practitioner is delegated responsibility by the Trustees for implementation and conformity of the Scheme with the Pensions Regulator Code of Practice No. 13.

The Trustees consent to the adoption of the current Administration Services Agreement (ASA) by Registered Scheme Administrator Limited, a registered Scheme Administrator with HMRC under reference number A0145081 and will by this resolution supersede the supplier in the current ASA and will satisfy the statutory requirements imposed on the registered administrator under Finance Act 2004 and any subsequent amending legislation.

Pension Practitioner is delegated responsibility by the Trustees for the Scheme to seek conformity with The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

This Resolution is effective from the date signed and will remain in effect until such time as the Trustees otherwise resolve.

Signed:

MBeard. ______________________________ (Signature)

Michael Beard

Trustee Resolution

Scheme Name: Tech Step Development Pension

Date: 20th December 2017

Background

The Trustees wish to appoint bankers to the scheme following the decision by the current scheme bankers, Metro Bank to withdraw from the pension scheme market.

Resolution

1. The Trustees remove Metro Bank as scheme bankers.
2. The Trustees appoint AIB Group (UK) plc, a bank registered in the UK and regulated by the Financial Conduct Authority and the Prudential Regulation Authority to provide banking services to the Scheme.
3. The Trustees delegate the opening and management of the account to the registered scheme administrator.
4. The Trustees consent to the opening of the account in the name of the Scheme.
5. The Trustees agree to the transfer of funds with Metro Bank to the new scheme account with AIB and to the closure of the Metro Bank Account once all funds have been transferred across.
6. The Trustees have read and agreed to the terms of business of AIB Group (UK) plc.
7. The Trustees authorise that the current signatories to any transaction payments from AIB shall be:

Any one of the following signatories plus a scheme administrator signatory

________________________________ (Signature)

Michael Beard

Telephone: 0800 634 4862 Fax: 020 8711 2522 Email: info@pensionpractitioner.com www.pensionpractitioner.com
UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

Metro Bank Plc
One Southampton Row
London
WC1B 5HA

Date: 20th December 2017

Dear Team,

Account Number: 18082985

Please accept this letter as my request to close the above account with immediate effect. Please arrange to transfer any remaining balance to the follow account.

Account Name: Tech Step Development Pension
Account Number:
Sort Code:
Payment Ref: Tech Step Development Pension

Michael Beard

We hereby give our consent to the closure of the above account and a transfer out of the closing balance as requested above.

Authorised Signatory – Pension Practitioner. Com Limited