

Claire Devaney  
Administrator  
Rowanmoor  
Dunscar House  
Dekins Business Park  
Egerton  
Bolton  
BL7 9RP

10<sup>th</sup> May 2021

Dear Claire,  
**Your Ref: BL/0063/CND – Mr S Madin**  
**The Abbeycolor Self-Administered Pension Fund**

Please find enclosed a Deed of Removal and Appointment of Trustee and Administrator which the member Trustees have signed. We kindly ask that Rowanmoor Trustees and Rowanmoor Executive Pensions Ltd sign where applicable to complete the Deed.

RC Administration Limited will be appointed as the new scheme administrator and the admin ID is: A0151114. Please let us know when the appointment has been finalised on HMRC online and we will accept the appointment.

The scheme will operate a new scheme bank account and we kindly request that following our appointment as administrators you transfer all remaining funds held in the current scheme bank account to:

Account Name: The Abbeycolor Self-Administered Pension Fund  
Account Number: 04919088  
Sort Code: 23-83-96  
Ref: Abbeycolor SAPF

The following documentation / information is also required to progress the takeover of the scheme. If any of the following is irrelevant or does not apply please ignore:

- Details of all the scheme's assets (to include policy numbers) and a copy of the most recent scheme valuation and fund split (if applicable)
- Details of the scheme's bank accounts and copies of corresponding statements for the last scheme year – i.e. April 2020 to date
- Details of any property owned by the scheme and copies of any associated valuations and leases. A copy of the Land Registry Title if available. Please confirm if rent payments are up to date or advise of current arrears.
- Details of any loan backs made by the scheme, to include amount lent, the term and frequency of repayments or supply a copy of the loan agreement if available. Copies of the corresponding legal charges and copy valuations for the asset/s used as security.
- Details of any matters outstanding with HMRC and evidence of the scheme's HMRC PSTR.
- Copy of any Information Commissioner documentation relating to the scheme (if applicable).
- Confirmation of the scheme Pensions Regulator reference (if applicable) Please associate us online using [info@rcadministration.com](mailto:info@rcadministration.com)
- Where a crystallisation event/s has taken place please supply full details including date of event, full details of the fund value at the point of drawdown and copies of the LTA certificates issued to date.
- Does the member have a Capped Drawdown Arrangement if so please give details of the maximum pension available, dates for the pension year, a copy of the last drawdown review together with accompanying scheme valuation/split. Also confirm the date of the next drawdown review.
- Confirmation as to who runs the pension payroll scheme if applicable.
- Copies of the latest expression of wish forms for the members.
- Confirmation as to whether any Protection Certificates are in place for the members. If applicable please supply a copy of the certificate.
- Confirmation as to whether the scheme is VAT registered. Please supply details of the VAT registration number. Please confirm who currently runs the VAT administration.
- Details of any Pension Sharing Orders in place. If applicable please supply a copy of the order.
- Details of the scheme's Relief at Source Registration (if applicable) and copy of the last APSS105 and APSS106 submitted to HMRC.

I trust that this is satisfactory.

If you have any questions please do not hesitate to contact me on email: [stacyl@retirement.capital](mailto:stacyl@retirement.capital)

Yours sincerely,

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Stacy Lunnon  
For and on behalf of RC Administration Limited