



Ref: GBC260718-SD

Whitehall Group (UK) Limited
Warth Business Centre
Warth Road
Bury
BL9 9TB

Cranfords
48 Chorley New Road
Bolton
Lancashire
BL1 4AP

t: 03302 232 300
f: 0161 667 4476
e: enquiries@whitehallgroup.co.uk
www.whitehallgroup.co.uk

26 July 2018

Dear Sirs,

GBC Pension Scheme

I enclose a letter of appointment signed by the Trustees of the above pension scheme confirming that we have been asked to take over as Administrators of this scheme. Our Trustee company, Whitehall Trustees Limited will be appointed as Professional Trustee and I enclose a copy of the Deed of Change of Trustee for your reference.

Please let us know whether there is any professional or other reason why we should not accept this appointment.

Please also let us have the following copy documentation and information which we require to complete our records:

1. A copy of the establishing trust deed.
2. A copy of the current governing Trust Deed.
3. The scheme establishment date.
4. A copy of all bank statements from the last Pension Scheme Return date.
5. Has the PSR as at 05 April 2017 been submitted to HMRC?
6. A copy of the last set of scheme accounts.
7. Contribution history for the member.
8. A copy of the lease, most recent valuation, property insurance certificate and latest energy performance certificate
9. Details of the pension scheme's VAT registration if applicable
10. The purchase price and purchase date for the property and whether the property was acquired from a connected party or not?
11. Details of any pension protection for the members and copy certificate
12. Member's details:
 - Name
 - Address
 - DOB
 - Gender
 - Marital status
 - Normal Retirement Age
 - Nationality
 - NI number

- Employment status (employed, retired etc)

13. Full details of the retirement benefits paid from the pension scheme:

- Fund vested
- Date vested
- TFC taken
- Pension date
- Percentage of LTA vested
- Max GAD pension
- Next review date
- Annual pension figure for the current payment year
- Frequency of pension payments
- Member's tax code
- Your (the scheme's) PAYE reference
- Same information for each tranche if in phased retirement
- If phased drawdown, the split of the fund between crystallised and uncrystallised
- Details of Flexi-Access Drawdown if applicable

14. The HMRC Registered Scheme number

15. Details of the scheme's Information Commissioner reference

16. The scheme's UTR and confirmation of whether it is registered with the HMRC Trust Registration Service.

17. The scheme's Legal Entity Identifier (LEI)

Please arrange to close the pension scheme's bank account and transfer the closing balance to the new account, details as follows:

- Bank: Royal Bank of Scotland
- Address: 4th Floor, 5-10 Great Tower Street, London, EC3P 3HX
- Account Name: GBC Pension Scheme
- Sort Code: 16-00-79
- Account Number: 19493644

If you are registered as Scheme Administrator, would you please associate us on HMRC Online. Our Scheme Administrator ID is A0112834. If not, would you please confirm who is the registered Scheme Administrator.

If you have any questions, please contact me.

I look forward to hearing from you.

Yours faithfully



Steven Derwin

Whitehall Group (UK) Limited

steven.derwin@whitehallgroup.co.uk

Date: 7th March 2018

Cranfords
48 Chorley New Road
Bolton
BL1 4AP

Dear Sirs,

The GBC Pension Scheme

We have appointed Whitehall Group (UK) Limited as Scheme Administrator of the above pension scheme.

Whitehall Trustees Limited have also been appointed as Professional Trustee.

This letter authorises you to provide them with any information or documentation they may require to the following address:

Whitehall Group (UK) Limited
Warth Business Centre
Warth Road
Bury
BL9 9TB

Please arrange to appoint Whitehall Trustees Limited as Scheme Administrator on HMRC Online. Their Scheme Administrator ID is **A0112834**.

Best regards,

Glenn Brooks – Trustee


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SSAS Deed of Change of Trustee

- Where the power to change Trustees is with the Principal Company.
- This Deed should be signed on behalf of the Principal Company and by all continuing Member Trustees and the New Professional Trustee. Signatures must be witnessed.

THE GBC PENSION SCHEME

Note: Insert scheme name.

("the Scheme");

THIS DEED OF CHANGE OF TRUSTEE is made on

25th July 2018

Note: Whitehall to insert date.

PARTIES

(1) G.B CONTRACTS
LIMITED
Company Registered Number

of

CHELWORTH INDUSTRIAL
ESTATE, SWINDON, SN6 6HA
03689012

Note: Insert the name
and registered office
address of the Principal
Company.

("the Principal Company");

(2) GLEN BLOOM

of

2 ORCHARD CLOSE
SWINDON SN25 3S

Note: Insert name and
residential address of
each continuing
Member Trustee.

Note: Insert name and residential address of each continuing Member Trustee.

of

of

of

of

of

("the Continuing Trustees");

(3) WHITEHALL TRUSTEES
LIMITED

41 GREEK STREET,
of STOCKPORT, CHESHIRE,
SK3 8AX

Note: Insert the name and registered office or residential address (if an individual) of the New Trustee.

("the New Professional Trustee")



RECITALS

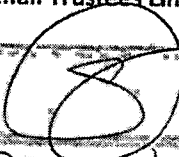

- (A) The Scheme is an occupational pension scheme registered under Part 4 of the Finance Act 2004.
- (B) CRANFORDS TRUSTEES LIMITED ("the Old Professional Trustee") and the Continuing Trustees are the present trustees of the Scheme. The Principal Company is the principal sponsoring employer of the Scheme.
- (C) It is intended that the New Professional Trustee should be appointed in place of the Old Professional Trustee.

OPERATIVE PROVISIONS

- 1 Pursuant to any and all governing provisions of the Scheme enabling the same, the Principal Company appoints the New Professional Trustee as a trustee of the Scheme and removes the Old Professional Trustee as a trustee of the Scheme.
- 2 The New Professional Trustee accepts the appointment and agrees to act jointly with the Continuing Trustees as trustees of the Scheme.
- 3 The parties agree to take all reasonable steps to vest in the Continuing Trustees and the New Professional Trustee upon the trusts of the Scheme any of the assets of the Scheme held in the name of the Old Professional Trustee (jointly or alone).
- 4 The Parties hereto hereby remove the Old Professional Trustee as trustee of the Scheme and the Old Professional Trustee is discharged from the trusts and provisions of the Scheme.
- 5 The provisions of this deed shall have effect on and from its date.

IN WITNESS OF WHICH this document is executed as a deed and is delivered on the date stated above.

EXECUTED as a DEED for and on behalf of	G.B CONTRACTS LIMITED	Note: Please insert the name of the Principal Company.
Signature		Note: Director to sign.
By	GLENN BROOKS	Note: Please insert name of signing Director
In the presence of		
Witness Name	ROBERT ESKILD COLIN	Note: Witness to complete and sign
Address	6 WOODLAND RISE, POYNTON, CHESHIRE, SK12 1AH	
Occupation	IFA / DIRECTOR	
Signature		

EXECUTED as a DEED for and on behalf of	Whitehall Trustees Limited	Note: To be completed by Whitehall.
Signature		Note: Director to sign.
By	STEVEN DERWIN	Note: Please insert name of signing Director
In the presence of		
Witness Name	AMU WHITEHOUSE	Note: Witness to complete and sign
Address	88 SEARNESS ROAD, MIDDLETON, MANCHESTER, M24 4JD	
Occupation	PENSION ADMINISTRATOR	
Signature		

EXECUTED as a DEED by

Print Name

Signature

GLENN BROOKS

Member Trustee



Note: Please insert the name of the Member Trustee and sign in the shaded box.

In the presence of

Witness Name

ROBERT COLIN

Address

6 WOODLAND RISE, POYNTON,
CHESHIRE, SK12 1AH

Occupation

IFA / DIRECTOR

Signature



Note: Witness to complete and sign

EXECUTED as a DEED by

Print Name

Signature

Member Trustee

Note: Please insert the name of the Member Trustee and sign in the shaded box.

In the presence of

Witness Name

Address

Occupation

Signature

Note: Witness to complete and sign

EXECUTED as a DEED by

Print Name

Signature

Member Trustee

Note: Please insert the name
of the Member Trustee and
sign in the shaded box.

In the presence of

Witness Name

Note: Witness to complete
and sign

Address

Occupation

Signature

EXECUTED as a DEED by

Print Name

Signature

Member Trustee

Note: Please insert the name
of the Member Trustee and
sign in the shaded box.

In the presence of

Witness Name

Note: Witness to complete
and sign

Address

Occupation

Signature

EXECUTED as a DEED by

Print Name*

Signature

Member Trustee

Note: Please insert the name of the Member Trustee and sign in the shaded box.

In the presence of

Witness Name*

Address

Occupation

Signature

Note: Witness to complete and sign

Whitehall is the trading name of:

Whitehall Group (UK) Limited, a company registered in England and Wales (Registered number 07625300), Whitehall Trustees Limited, a company registered in England and Wales (Registered number 07625294) and Whitehall Corporate Limited, a company registered in England and Wales (Registered number 7759590). All three companies have their registered office at 41 Greek Street, Stockport, Cheshire, SK3 8AX.



February 2016 Item code 12.12.3