

Paul Davies
Retirement Capital
Processing Centre
Venture Wales Building
Merthyr Tydfil Industrial Park
Pentrebach
MERTHYR TYDFIL
CF48 4DR

13 June 2019

Our Ref: 1S/0392/SSAS KVR3/TJP/ZLD/MW - Please quote this reference in any reply
Direct Dial: 03445 440 657
Email: ssas@rowanmoor.co.uk

Dear Paul

Whiteforest Executive Pension Scheme

Further to your letter dated 8 May 2019 and your subsequent phone call on 10 June 2019, I can confirm that we have now received confirmation from the member to proceed and we are not aware of any professional reasons why you should not accept the appointment of Independent Trustee and Scheme Administrator and I enclose the information which you have requested:

- A copy of all deeds in relation to the Scheme
- A copy of the HMRC registration certificate
- Transaction history of the Scheme's Metro Bank Account to date
- A summary of the assets held within the Scheme as follows:

Asset	Date	Value
Metro Bank Account	12/06/2019	£43,417.28
Chateau de la Cazine Asset	05/10/2015	£18,500.00
Parkfirst Asset	22/06/2015	£20,000.00
Dolphin Loan Note	17/12/2018	£85,300.00
TOTAL		£167,217.28

Please note that all other information requested within your letter is not applicable to the Scheme.

In addition, there is currently a Pension Review for the member overdue from 28 November 2017 whereby we require confirmation from the member of the Property values. Please can you confirm how you wish to proceed on this basis.

We are in receipt of the Deed of Removal and Appointment to change the Independent Trustee, however in order for us to proceed further please confirm back the requirements within our letter.

Rowanmoor Executive Pensions Limited currently prepares the annual Pension Scheme Return (PSR) and the new Administrator will need to take responsibility for this in future. The PSR for the year ended 5 April 2019 has not been completed.

Please advise if you will complete and submit the PSR or whether the Trustees require Rowanmoor Executive Pensions Limited to do so prior to your appointment as Administrator.

 03445 440 440

 03445 440 500

 124683 Salisbury 3

 rowanmoor.co.uk

Please advise your Administrator ID for HM Revenue & Customs (HMRC's) online service.

Bank accounts with our designated bank must all be closed, if applicable, as these operate under special arrangements which we have with these companies. All other assets in the Scheme will need to be reregistered so that Rowanmoor Trustees Limited is no longer co-owner. The reregistration must be completed within three months of the date of the Deed of Removal and Appointment and after this we will charge for any work in relation to re-registration of assets on a time spent basis with a minimum charge of £50 plus VAT.

I look forward to hearing from you shortly. If you have any queries, please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Zoe Dunford', with a small circular mark to the left.

Zoe Dunford
Executive
Client Portfolio (SSAS)

Encs