

Ms E McAlister  
Retirement Capital  
Processing Centre  
Venture Wales Building  
Merthyr Tydfil Industrial Park  
PENTREBACH  
CF48 4DR

1 November 2019

Our Ref: 1S/0153/SSAS KVR 3/DLH/APB - Please quote this reference in any reply  
Direct Dial: 01722 443 610  
Email: ssas@rowanmoor.co.uk

Dear Ms McAlister

## **Zoerewolb Executive Pension Scheme**

Further to your recent correspondence, please find enclosed the Deed which has been signed on behalf of Rowanmoor Trustees Limited. Please return a certified true copy to me once it has been fully executed. We will then issue a letter whereby Rowanmoor Executive Pensions Limited resign as Administrator with effect from the date of the Deed.

Please advise your Administrator ID for HMRC's online service and we will then associate you to the Pension Scheme, notify you so that you can add yourselves and then we will remove ourselves.

Please advise the new bank account details to enable us to close the Scheme's Metro Bank account and transfer the monies held to the new account.

In addition to the Deed, I have enclosed a copy of all Storefirst documents held in relation to the Scheme's property investment and also a copy of the Dolphin certificate in order to re-register these assets.

Lastly, I have also enclosed a transaction history of the above Scheme's Metro Bank account up to 5 April 2019, as requested.

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

Yours sincerely



**Dan Humphries**  
**Assistant**  
**Client Portfolio (SSAS)**

Encs

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