



0870 85 01 986
Mon – Thurs, 8.00am – 6.00pm
Fri – 8.00am – 5.00pm

Royal London House
Alderley Road
Wilmslow, Cheshire
SK9 1PF

PRIVATE & CONFIDENTIAL

March 2015

[EMR_CONTACT]
[ADR1]
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[ADR3]
[ADR4]
[POST_CODE]

[batch no]/[mailsort no]/[UKorOS]

Scheme name: [SCHEME_NAME]
Scheme number: [SCHREF]

Dear Sir / Madam

Pension scheme members that have left service

We're making some changes to our Retirement Solutions workplace pension schemes that will affect your Royal London scheme.

We've reviewed the membership of our workplace pension schemes and have identified member(s) of your scheme that we believe are no longer employed, for example because no contributions have been made for more than a year.

From April we'll move these member(s) who are not contributing ('paid up' members) and who are no longer employed by you from the scheme into their own individual 'continuation plans'.

We'll write to these member(s) once their plan has been changed.

Why are we making this change?

This change means we can administer your workplace pension scheme more efficiently and that you are only able to access plan information for current employees. We already move members who have newly left service from schemes and put them into their own individual 'continuation' plans. We're now extending this approach to those who've previously left employment but remained within their original scheme.

What do you need to do?

If there are any members of the scheme that have not contributed since 1 February 2014 but are still employed by you please let us know by **Thursday 2 April 2015** and we'll remove them from this exercise and they'll remain in the scheme.

We can provide you with a list of the members we're intending to move to continuation plans, on request.

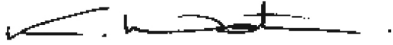
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We've already contacted your financial adviser, if you have one, and we'd encourage you to discuss this change with them.

Any questions?

If you have any questions, please call us on **0870 850 1986** or email us at **chargecapteam@royallondon.com**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kenny Watson', with a horizontal line extending to the right.

Kenny Watson
Head of Customer Commitments