

ANNOUNCEMENT  
TO MEMBERS AND INTERESTED PARTIES

STABLE EMPLOYEES' PENSION PLAN

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With immediate effect, the Trustee has made changes to the administration of the Plan and members should note these changes. Members and their Advisors who have questions about their benefits and entitlement under the Plan, or wish to claim their entitlement, should now contact:

**Winterbourne Trustee Services Limited**  
**One Oakridge Park**  
**Southampton Road**  
**Whaddon**  
**Salisbury, SP5 3HT.**

All claims for benefit should be in writing and should include the name of the Plan, the full name and address of the member concerned, National Insurance Number, date of birth and originals of proof of address, for example a utility bill or bank statement, dated within the last three months.

The former Administrators (Capita) will no longer be able to assist members. Please do not contact them.

Initial enquiries to Winterbourne Trustee Services Limited may be made by email to:

**[enquiry@winterbourne-trustee.co.uk](mailto:enquiry@winterbourne-trustee.co.uk)**

Such enquiries must be accompanied by the heading 'Stable Employees' Pension Plan', the member's full name and address, proof of address as detailed above, National Insurance Number and the nature of the question. Responses will be made in an appropriate manner. Alternatively, if members do need to telephone, the telephone number is **01722 713888**, but members should note that information on their account will not be provided either by email or over the telephone, and

will only be available to a member on receipt of originals of proof of address in the post. Advisors assisting members will need to provide an original letter of appropriate authority.

These changes are effective 1<sup>st</sup> September 2015 and only apply to the Stable Employees' Pension Plan. Accrual under the Stable Employees' Pension Plan ceased in 2001. This Plan is not in any way connected with the Stable Employees' Stakeholder Plan or Stable Employees' Group Personal Pension arrangements, which may have been in force over the same period and may have been used for contracting out of SERPS (State Earnings Related Pension Scheme) and, subsequently, S2P (Second Tier State Pension) by individuals, or used as an alternative to the Stable Employees' Pension Plan over the same period.

Information on entitlement under those arrangements should continue to be sought by contacting Friends Life direct. Members of those Plans will have received regular communications from Friends Life and their contact details will be on such communications.

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# Stable Employee's Pension Plan

## Request for Information

Send to:

Winterbourne Trustee Services Limited  
One Oakridge Park  
Southampton Road  
Whaddon  
Salisbury  
SP5 3HT

Please advise if I have any benefits in the above Plan. If I do, please quote the current value and options available to me.

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	
<b>Employee No (if known):</b>	
<b>National Insurance No:</b>	
<b>Employment Record (continue on reverse)</b>	
<b>Date Form Completed:</b>	
<b>Signature:</b>	

When sending this form, please enclose original proof of address, such as a utility bill or bank statement dated within the last 3 months, and proof of your National Insurance Number.