

[letter from Trustees to Employer]

To: Employer name and address

DATE: .....  
(Please leave blank, HMTL will date)

Dear Sirs

**(Insert Scheme name)**

With reference to the above Registered Pension Scheme, the Trustees hereby acknowledge receipt of your letters dated ..... confirming your intention to make a gross contribution of £.....

It is noted that this contribution shall be made by way of an in specie transfer of the following assets and that the contribution shall be the value of the asset below:

[“NAME OF ASSET”]

[“DATE OF TRANSFER”]

Please note that the value of the aforementioned asset may change during the in specie transaction process, in which case we may require a further monetary amount to cover a decrease in value, which we are legally bound to obtain.

If the value of the asset increases, we may need to refund the difference between the value quoted in your letter and the new value. We will advise you if there is a difference between the values

Yours faithfully

Trustees of the ..... Pension Scheme

Agreed as a written contract in respect of the in specie contribution

Signed:

For and on behalf of

.....  
(insert name of company)