

## Important Announcement to members and potential members of the following pension schemes (“the Schemes”)

Dawson Metals Ltd Retirement Benefits Scheme  
DK Administration Ltd Executive Benefits Scheme  
Grought Ltd Retirement  
Mis-Sold Interest Only Ltd Retirement Benefits Scheme  
MK Taxi Valet Ltd Executive Benefits Scheme  
MM Little Flowers Ltd Retirement Benefits Schemes  
Rymax Financial Management Ltd Executive Benefits Scheme  
Simple Estates Ltd Executive Benefits Scheme

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### Background

We are writing to you as we believe that you may have joined one of the above named pension schemes and transferred-in pension benefits from a previous arrangement.

Dalriada Trustees Limited (“Dalriada”) has been appointed as independent trustee with exclusive powers to the Schemes, by Order of the Pensions Regulator, effective from 10 December 2018.

The Pensions Regulator (TPR) is a statutory body which is responsible for the regulation of work-based pension schemes in the UK. Its aims include protecting the benefits of scheme members, together with promoting good administration and understanding of occupational pension arrangements.

TPR made a request provided for by sections 97 to 98 of the Pensions Act 2004 to the Determinations Panel to consider a Special Procedure Request for the appointment of an Independent Trustee to the Schemes under sections 7 and 8 of the Pensions Act 1995 and for a vesting Order under Section 9 of the Pensions Act 1995.

The Determinations Panel (DP) is a committee of TPR. It operates separately from other parts of the organization, including TPR’s case teams. The DP has a separately appointed membership and legal support. This enables it to make independent and impartial decisions.

More information can be found on TPR’s website [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

All trustee powers and rights are now held by Dalriada and can only be exercised by Dalriada.

### Why have we been appointed as independent trustee to the Schemes?

The Pensions Regulator has the power to appoint a trustee under section 7 of the Pensions Act 1995 where it is reasonable to do so:

- a) to secure that the trustees as a whole have, or exercise, the necessary knowledge and skill for the proper administration of schemes,
- b) to secure that the number of trustees is sufficient for the proper administration of schemes,
- c) to secure the proper use or application of the assets of schemes, or
- d) otherwise to protect the interests of the generality of the members of schemes.

Dalriada is a company that operates solely to provide trusteeship services to UK occupational pension schemes. We currently act as independent trustee to a number of schemes where we have been appointed by TPR. Dalriada has considerable knowledge and experience in all aspects of pension scheme management.

Our role as independent trustee is as follows:

- To administer the Scheme
- To manage the assets of the Scheme and understand the nature of all assets held
- To act in the best interests of all members and beneficiaries
- To assist The Pensions Regulator with any enquiries in relation to the management of the Scheme.

It is not appropriate for Dalriada to comment in any detail in relation to the decision to appoint an independent trustee.

### **What does this mean for you?**

Until further notice:

- No further contributions or transfers in will be accepted into the Schemes.
- No payments will be made to, or in respect of, any members of the Schemes.

These steps are necessary whilst Dalriada looks to obtain all relevant information on the asset and liabilities of the Schemes and to clarify the basis on which the Schemes should be administered and managed.

If you are expecting to receive a payment, this will **not** come from the Schemes and Dalriada will not be making any payments at this time.

### **What action have we taken so far?**

We have assumed control of the Schemes' bank accounts. In addition, we understand that there may be other assets of the Schemes which are held elsewhere. We are making investigations in order to gain a full understanding of all assets of the Schemes, including where and how they are held.

We have only recently received some limited member information in respect of the Schemes, which has allowed us to begin to create a member database. With this information we are now able to contact potential members by way of this Announcement.

Dalriada is undertaking a detailed analysis of all the information it has obtained and will update members further once we are in a position to do so. However, it would help Dalriada if members could complete and return the enclosed questionnaire and Self Certification form, giving some more information about their membership.

In addition, we would be grateful if you could supply copies of all correspondence or other communications which you may have received in relation to your membership of any of the Schemes.

## **General Data Protection Regulations (GDPR)**

Previously, organisations were required to comply with the Data Protection Act 1998. This Act governed the collection, storage and use of personal data held electronically or in paper records. It provided guidelines on how companies should create, store, handle or view personal data. From 25 May 2018, this Act was replaced by the General Data Protection Regulations which are come into direct effect across the EU. The UK will continue to comply with these regulations following Brexit.

Dalriada Trustees Limited, as trustees of the Schemes, has a policy for meeting our obligations under GDPR and we are pleased to enclose a Privacy Notice that sets out this policy for your information. In particular, we would like to draw your attention to the following key points:

- Individuals have increased rights under the GDPR in relation to their personal data which include, in certain circumstances, the right of access to data and rectification and erasure. We hope you understand that we need to hold your data in order to be able to determine any benefits and to answer any questions about your entitlement.
- Under the GDPR, members have the right to obtain access to their personal data by way of a Subject Access Request (SAR). Members will not be directly charged for making this request and a response should be received within on month of the request.
- The general management and administration of the Schemes, including responding to Subject Access Requests, incur costs against the Scheme and therefore, should you wish to make a Subject Access Request, we would ask you to call Dalriada in the first instance on the number provided below.
- Where a Subject Access Request is received from a third party on behalf of a particular member, Dalriada's obligations are to provide the necessary information to the data subject directly i.e. to the member. Therefore we would like to note that where a member is pursuing a claim through a third party that they contact Dalriada in the first instance.
- This GDPR notification does not affect your benefits entitlement in any way.

## **What should I do if I have any further questions?**

Should you have any queries in relation to this Announcement or your membership of the Scheme, please contact us. As above, please also supply copies of all correspondence or other communications which you may have received in relation to your membership of the Schemes.

You can contact us as follows:

By Telephone: 02890 412090

By Post: Dalriada Trustees Limited  
Linen Loft  
27-37 Adelaide Street  
Belfast, BT2 8FE

Via e-mail: [vireoadmin@dalriadatrustees.co.uk](mailto:vireoadmin@dalriadatrustees.co.uk)

**Issued by Dalriada Trustees Limited**

**August 2019**

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Since its appointment, Dalriada has been working to gain a better understanding of the Schemes and how they worked.

It is important that Dalriada fully understands how the Schemes previously operated, the organisations and individuals involved, as well as why members chose to join the Schemes and transfer their benefits to them. By obtaining and understanding all the relevant information, Dalriada can work towards a position of clarity and, in turn, ensure that the best possible outcome for members is achieved.

Dalriada would like to ask all members to provide any available information. We have enclosed a short questionnaire and Self Certification form for you to complete and return within the enclosed pre-paid envelope.

Where possible, please provide copies of any documentary evidence you may have. For example, letters from the previous trustees, benefits statements, investment information or confirmation of any payments made or received.

If you have any queries, please contact Dalriada using the contact details provided at the bottom of the member Announcement (enclosed).

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## Self Certification Form

<b>Scheme:</b>	
<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	
<b>National Insurance Number:</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Home Telephone Number:</b>	
<b>Mobile Telephone Number:</b>	
<b>Email Address:</b>	
	<b>TRANSFER SECTION</b>
<b>Transfer Value 1:</b>	
<b>Date of Transfer 1:</b>	
<b>Transferring Scheme 1:</b>	

<b>Transfer Value 2:</b>	
<b>Date of Transfer 2:</b>	
<b>Transferring Scheme 2:</b>	
<b>Transfer Value 3:</b>	
<b>Date of Transfer 3:</b>	
<b>Transferring Scheme 3:</b>	

**I confirm that I am the person described in the data checking document enclosed with this letter. I have reviewed the information provided and confirm that the personal details shown on my Personal Details Statement are correct to the best of my knowledge.**

Signed: .....

Date: .....

Name: .....

(BLOCK CAPITALS)

# Member Questionnaire

How did you first hear about the Scheme?	
Please provide details of the Company you spoke with originally.	
How was contact regarding the transfer initiated? E.g. did you receive a phone call? Did you answer an advert? Did you go online and find contact details?	
How did this company describe the Scheme to you?	
Did they offer alternatives to joining the Scheme?	
What service did the company offer you? E.g. A pension review	

<p><b>What was it about the Scheme which influenced your decision to transfer?</b></p>	
<p><b>Were you ever offered any cash payment to join the Scheme e.g. a pension commencement lump sum or some other cash payment?</b> <b>If so, by whom?</b></p>	
<p><b>Did you ever receive a cash payment for joining the Scheme?</b> <b>If so, please provide details of the payment including the amount paid and details of who made the payment.</b></p>	
<p><b>Were you informed of how your funds would be invested?</b> <b>If so, what investments were you made aware of and by whom?</b></p>	
<p><b>Did you select how your funds would be invested?</b> <b>I.e. did you make a specific choice from a variety of investment options?</b></p>	
<p><b>Did anyone ask you what your attitude to investment risk was?</b> <b>If so, please provide details of who asked you and your response.</b></p>	



<b>Were the investments in the Scheme described as low, medium or high risk investments?</b>	
<b>Were you provided with any updates regarding the investments and how they performed?</b>	
<b>If so, can you please provide copies of any documentation that you may hold.</b>	
<b>Did you receive financial advice when joining the Scheme?</b>	
<b>If so, please provide details of your advisor.</b>	
<b>Were you made aware of any charges for joining the Scheme and / or making the subsequent investments?</b>	
<b>If yes, can you set out what you were told and by whom?</b>	
<b>When you asked for a transfer did your previous provider ask questions relating to pensions liberation or scams and/or provide you with leaflets about the Pension Regulators Scorpion Campaign?</b>	

<b>Did you receive a loan from the Scheme or from any Company connected with the Scheme? If yes, how much and what were the terms of the loan?</b>	
<b>If you received a loan, were you told where this was coming from or that it was explicitly linked to the pension scheme? Do you have any documentation telling you this information or any payment reference?</b>	
<b>Have you received an unauthorised payment charge from HMRC?</b>	

Name:

Scheme:

National Insurance Number:

Signed:

Date: