



**Strictly Private & Confidential**

**Addressee Only**

<<Title>> <<Initial>> <<Surname>>

<<Address1>>

<<Address2>>

<<Address3>>

<<Post code>>

<<Date>>

Dear <<Title>> <<Surname>>

**Somerfield Pension Scheme (the Scheme)  
New Scheme Administrators**

I am writing on behalf of the Trustees of the Scheme.

I would like to let you know that, with effect from 1 October 2025, the Trustees have appointed First Actuarial LLP as administrators to the Scheme. We will now be responsible for the day-to-day running of the Scheme.

Additionally, I am pleased to inform you that the existing team will be transferring to First Actuarial LLP and will continue to work on the Scheme, ensuring a smooth transition and continuity of service.

Our contact details are:

|                              |                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Scheme administrators</b> | First Actuarial LLP                                                                                    |
| <b>Postal address</b>        | Trafford House, Chester Road, Manchester, M32 0RS                                                      |
| <b>Telephone number</b>      | 0161 348 7497                                                                                          |
| <b>Email</b>                 | <a href="mailto:somerfield.pensions@firstactuarial.co.uk">somerfield.pensions@firstactuarial.co.uk</a> |
| <b>Website</b>               | <a href="http://www.SomerfieldPensions.co.uk">www.SomerfieldPensions.co.uk</a>                         |

**About First Actuarial**

We are a leading UK pension consultancy. We employ more than 500 staff and work with more than 500 pension schemes. All our services are provided from seven offices in the UK.

First Actuarial LLP, Trafford House, Chester Road, Manchester, M32 0RS

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Certificate Number 23786

### What does this mean for you?

There is no action required from you. As from 1 October 2025, the Co-op Pensions Department should no longer be contacted.

Your pension payments will be unaffected by this change, and you will continue to receive them in the normal way. The current administrators (Co-op) will pay your pension as usual on **26 September 2025 (due on 28 September 2025)** and First Actuarial will pay your pension on **28 October 2025**.

If your pension is paid annually, then this will be paid as normal on **28 January 2026**.

You will receive a payslip from First Actuarial for the pension payment due on **28 October 2025**, each January and every time your pension amount changes by £100 or more.

If you would like to receive electronic payslips, just let us know your email address. We will then contact you to get it set up. We provide these using a service provided by Iris. **MyePayWindow** is the name that Iris have given to their online system. It is a secure website that stores your payslips and lets you look at them online at any time.

### General Data Protection Regulations (GDPR)

We enclose a privacy notice from the Trustees, updated to reflect our appointment.

### Please keep in touch

Please notify us if you change address so we can keep our records up to date and continue to provide you with any communications about the Scheme and your benefits.

If you have any queries or questions regarding your benefits in the Scheme, please contact us.

Yours sincerely,

*Karen Roberts*

**Karen Roberts**

Senior Pensions Administrator On behalf of the Trustees of the Somerfield Pension Scheme  
([somerfield.pensions@firstactuarial.co.uk](mailto:somerfield.pensions@firstactuarial.co.uk))

*Follow the QR code to find out about the Somerfield Pension Scheme's new administrators.*

