



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:

Scheme administrators	First Actuarial LLP
Postal address	Trafford House, Chester Road, Manchester, M32 0RS
Telephone number	0161 348 7497
Email	somerfield.pensions@firstactuarial.co.uk
Website	www.SomerfieldPensions.co.uk

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

T: 0161 348 7497 E: somerfield.pensions@firstactuarial.co.uk W: www.firstactuarial.co.uk



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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.

General Data Protection Regulations (GDPR)

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

Expression of Wish form

You can nominate who you would like to receive any lump sum benefit from the Scheme payable on your death using an Expression of Wish Form. It is important that you keep your Expression of Wish Form up to date if your personal circumstances have changed. The Trustee has discretion as to whom any lump sum should be paid, but they will normally respect your wishes.

You can download a new form from the member website.

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)

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

