



North East Scotland Pension Fund  
Business Hub 16  
3<sup>rd</sup> Floor – West  
Marischal College  
Broad Street  
Aberdeen City Council  
AB10 1AB

Forth & Oban Limited  
Forth House  
Pirnhall Business Park  
Stirling  
FK7 8HW

T 01786 819600  
F 01786 811456

3<sup>rd</sup> February 2017

Dear Sirs,

**Admission into North East Scotland Pension Fund**

FES FM Ltd have secured a new contract for Aberdeenshire Council and as a result a number of employees who are members of the North East Scotland Pension Fund will TUPE to our payroll company Forth & Oban Ltd.

Forth & Oban Ltd are already a member of the above fund by virtue our contract for Moray Schools however I believe that we require to request formal admission into the fund for the new contract.

Can you please accept this letter as our formal confirmation to request admission into the fund for our Aberdeenshire Council Contract employees. These employees are due to transfer to us from 1<sup>st</sup> April 2017.

Should you require any further information please do not hesitate to contact me.

Yours sincerely,

Claire McNally CA BAcc  
Finance Director