Bridon Group (2013) Pension Scheme Change of Scheme Administrator

June 2026

Capital Cranfield Pension Trustees Limited, as Trustee of the Bridon Group (2013) Pension Scheme (the Scheme), has recently reviewed the Scheme's service providers. Following that review, the Trustee has appointed Spence & Partners Limited (Spence) to provide the Scheme's administration, actuarial and investment consultancy services with effect from **1 August 2026**. We are making this change to support the continued smooth running of the Scheme and to make it easier for members to access information and services over time.

Key things you need to know

- Your pension is not changing as a result of this change of administrator. Your benefits remain secure and will continue to be paid on the same date each month.
- Please continue to contact Aon with any Scheme-related queries until **31 July 2026**.
- From **1 August 2026**, Spence will become your main point of contact for administration matters.
- The first pension payment processed by Spence will be paid from **1 September 2026** on the same date of the month as it has been in the past.
- A new member portal will be available from **1 September 2026**, and Spence will write to you separately to provide you with details about how to set up your unique login for this and the "My Pocket Pensions (MPP)" mobile application.
- The Scheme website at www.bridonpensions.co.uk will continue to be available and will be updated to make information easier to find.

You do not need to take any action at this stage.

Until the handover takes place on **1 August 2026**, please continue to contact **Aon** with any Scheme-related queries. From that date, Spence will become your main point of contact for administration matters. We are working closely with both Aon and Spence to help ensure a smooth handover and, while some services may take a little longer than usual in the early stages of the transition, every effort will be made to keep any disruption to a minimum.

We expect this change to bring helpful improvements for you. Spence will provide a member portal, making it easier for you to access Scheme information and services online, and you will receive your own unique login details directly from Spence as part of the transition process.

The first pension payment processed by Spence will be paid from **1 September 2026** on the same date as it has been in the past.

Our Scheme website containing statutory Scheme information, the Scheme's privacy notice and contact details will also continue to be available at www.bridonpensions.co.uk.

From 1 August 2026, you can contact Spence using the details below. When getting in touch, it would be helpful if you could quote the name of the Scheme, your own name, date of birth and National Insurance number so that your identity can be verified and your query can be dealt with as quickly as possible.

Jon Hargreaves
Bridon Group (2013) Pension Scheme
Spence & Partners Limited
Linen Loft
Adelaide Street
Belfast
BT2 8FE

Email: admin@spenceandpartners.co.uk
Telephone: 02895 210107

Website: www.spenceandpartners.co.uk

Your Pension

Your pension payments will not be affected by the change of Scheme administrators and will continue to be paid as normal on the same dates as they have in the past.

If you have any questions about your tax code, HMRC will be able to help you directly using the details below:

> Pay As You Earn, HM Revenue and Customs, BX9 1AS
> Tel: 0300 200 3300
> Textphone: 0300 200 3319
> Overseas: +44 135 535 9022

If you need any further help after contacting HMRC, please feel free to get in touch with the Spence team at the address shown above.

Have you changed your address?

It is important that we have your current address details so that you can continue to receive Scheme information without interruption. If you have moved, please send us your new address details so that we can keep our records up to date.

For and on behalf of Capital Cranfield Pension Trustees Limited as the Trustee of the Bridon Group (2013) Pension Scheme.