

01 July 2009

Dear <Contact title and surname>

<Full scheme name>

### **Acquisition of Credit Suisse Pooled Pensions Limited**

I am pleased to advise you that the proposed acquisition of part of Credit Suisse's Global Investors fund management business by Aberdeen Asset Management PLC ('Aberdeen'), as indicated in Credit Suisse's recent letters to you, completed on 30 June 2009. As part of the transaction, Aberdeen acquired Credit Suisse Pooled Pensions Limited ('CSPPL') which, as previously advised, will operate from today under the new name of Aberdeen Asset Management Pooled Pensions Limited ('AAMPPL').

It is my pleasure, therefore, to welcome you formally, as a policyholder of Aberdeen Asset Management Pooled Pensions Limited, to the Aberdeen Group and to express my hope that your association with the Aberdeen Group is a long and fulfilling one. I enclose some information on Aberdeen which I hope is of interest.

We are moving rapidly to integrate the operations of AAMPPL and the Aberdeen Group's other operations with the minimum of disruption to policyholders and this letter outlines some of the transitional arrangements and our longer term plans.

### **About Aberdeen**

The Aberdeen Group was formed over 25 years ago by a management buyout of a £50 million investment trust in Aberdeen, Scotland. Since then the Aberdeen Group has grown into an independent asset management group that has been listed on the London Stock Exchange since 1991 and is today a FTSE 250 Group with principal investment centres in each of the main time zones. Companies within the Aberdeen Group invest worldwide on behalf of clients across the three major asset classes of equities, fixed income and property and as at 31 March 2009 funds under management had grown to £96.3 billion. Our business is the active management of financial assets for third parties. We package and sell our expertise in the form of segregated and pooled products across borders. Clients include leading national and corporate pension funds, central banks and other investment institutions.

### **Service**

Unlike Credit Suisse, Aberdeen uses specialist and expert external service providers to assist in the day to day operations of its funds. These include International Financial Data Services Limited ('IFDS') which is used for trade settlement and registration; and State Street Bank and Trust Company ('State Street') which is used for fund administration and custody of fund assets. From 1 August 2009, IFDS and State Street will provide these services for AAMPPL. In order to assist with the smooth transfer of the services to the new providers **we intend suspending dealing in all AAMPPL funds for 1 day only on Friday 31 July**. This means that the last dealing cut-off and Valuation Point before the suspension will be on Thursday 30 July at 2pm and 11pm respectively. Following the suspension, the first day for the new 9.30am daily dealing cut-off will be Monday 3 August. From this date the daily Valuation Point will be either 10am or 12 noon, depending on the fund. Therefore, any dealing instructions received between Thursday 30 July after 2.00pm

#### **Aberdeen Asset Management Pooled Pensions Limited**

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and Monday 3 August at 9.30am will be dealt with on Monday 3 August. Given this advance notice I hope this does not cause too much inconvenience

### **Fund re-organisations**

As mentioned in the letters sent to you in March and April 2009 by Credit Suisse, the Aberdeen Group includes a UK life company - Aberdeen Asset Management Life and Pensions Limited ('Aberdeen Life'). Aberdeen Life has many similarities with AAMPPL and operates in much the same market. Further information about Aberdeen Life can be found at [www.aberdeenpensions.com](http://www.aberdeenpensions.com). From 1 July the same website also contains information relating to the AAMPPL fund range. This includes prices, details on how to contact us, previous correspondence and factsheets.

As explained in the previous correspondence from Credit Suisse, we will be reorganising the portfolios of the AAMPPL funds during July and August 2009 to bring them into line with the corresponding Aberdeen Life funds.

It remains Aberdeen's intention to consolidate all of the insurance business currently carried on by AAMPPL into Aberdeen Life. When plans for this are developed further we will write to you in more detail.

### **Dealing in AAMPPL funds during July 2009**

As advised by Credit Suisse in the 30 April 2009 letter, please continue to follow the same dealing procedure during July 2009 as you have done previously. The existing dealing forms should continue to be used. During the month of July please direct any questions relating to operational issues and dealing to your previous Credit Suisse contacts who should be known to you.

During July 2009 contract notes will still be supplied in the previous Credit Suisse format but with AAMPPL fund names and Aberdeen branding.

Settlement for investments should still be sent to the same bank account number and sort code. However, from 1 July 2009 this account will be renamed as Aberdeen Asset Management Pooled Pensions Limited Dealing Account ('AAMPPL Dealing Account'). Details of which are noted below:

Bank: Bank of Scotland  
Sort code: 12-01-03  
Account number: 06003576  
Account name until 30 June: CSPP Clearing account  
**Account name from 1 July: AAMPPL Dealing Account**

### **Month-end statements**

Your June 2009 month-end statements have been sent in the Credit Suisse format, with CSPPL fund names and CSPPL branding.

Your July 2009 month-end statements will be sent in the Credit Suisse format, but with AAMPPL fund names and AAMPPL branding.

From August 2009 month-end, your statements will be sent in a new Aberdeen format, with AAMPPL fund names and AAMPPL branding.

### **Dealing in AAMPPL funds from 1 August 2009**

Please note that there will be changes to the dealing procedures from 1 August 2009. From this date the daily dealing cut-off time for receiving deal instructions changes to 9.30am.

Where appropriate, and in advance of 1 August 2009, your dedicated Client Service Associate (<CSA name>), contactable on 01224 40 4262, will issue you with new template dealing forms which should be used when dealing. At the same time, you will be allocated a new scheme reference number recognised by Aberdeen and its service providers.

Deal instructions from 1 August 2009 onwards must be sent either by fax (020 7463 6531) or by post to:

Trade Support,  
5<sup>th</sup> Floor  
Aberdeen Asset Management Pooled Pensions Limited,  
One Bow Churchyard,  
London  
EC4M 9HH.

Settlement for investments should still be sent to the same bank account number and sort code. Please note the bank account name is 'AAMPPL Dealing Account'. Furthermore, from 1 August 2009 you will need to quote your scheme name and new scheme reference number in the reference field when making any payments to AAMPPL so that your scheme can be identified. Any unidentified money will be returned to sender.

Please note that from 1 August 2009 Aberdeen will carry out your dealing instruction on the day of receipt (provided that the instruction is received before 9.30am) rather than waiting for your payments to reach us before carrying out your dealing instruction. Please note also that settlement of all trades, including those in the Cash Fund, will be 4 days after the relevant transaction (known as "T+4").

### **Do I have to do anything?**

From Monday 3 August 2009 you will no longer be required to quote your bank details every time you submit a sale instruction to AAMPPL. From then, all sale proceeds will automatically be paid to the following bank account on T+4 every time a sale is processed.

*Scheme bank details where sale proceeds will be paid:*

Account name: <account name>  
Account number: <account number>  
Bank name and address: <bank name>  
Bank sort code: <sort code>

**IMPORTANT - We have obtained the above bank details from business records. If any of these are incorrect or out-of-date please let us know immediately.**

If, in a particular instance, you want sale proceeds to be sent to a different bank account please state those bank details on the sale instruction. Otherwise payments will be sent to the above mentioned account.

From Monday 3 August 2009, due to system constraints, only the recipient listed below will receive contract notes every time you place a trade with AAMPPL. Thank you for taking the time recently to confirm who this should be. These contract notes will be supplied in the Aberdeen format.

Name: <Contract Name>  
Address: <Contract Address>

Tel: <Contract Telno>  
e-mail address: <Contract Email>

If you would like to make any changes to the above details or would like to discuss this letter further then please do not hesitate to contact your new Client Service Associate or Kiran Alonso on 020 7883 9775.

Yours sincerely,

A handwritten signature in black ink that reads "Gary Marshall". The signature is written in a cursive style with a large, stylized 'G' and 'M'.

Gary Marshall  
Chief Executive  
Aberdeen Asset Management Pooled Pensions Ltd

cc: <Consultant name>, <Consultant company>