

**Rowlands, Sarah**

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**From:** Gardner, Jeremy <Jeremy.Gardner@ofmdfmi.gov.uk>  
**Sent:** 01 October 2015 11:25  
**To:** Birch, Anne  
**Subject:** FW: Scanned from a Xerox Multifunction Device  
**Attachments:** Scanned from a Xerox Multifunction Device.pdf

Anne see attached Stephen's acceptance and his P45.

Jeremy Gardner  
Principal Private Secretary - First Minister Stormont Castle Belfast  
BT4 3TT

Tel: 028 90 378080

Mobile: Personal information redacted by RHI Inquiry

-----Original Message-----

**From:** StorctMFD@ofmdfmi.gov.uk [mailto:StorctMFD@ofmdfmi.gov.uk]  
**Sent:** 01 October 2015 11:04  
**To:** Gardner, Jeremy  
**Subject:** Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Multifunction Device Location:  
Device Name: XRX9C934E54DD96

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

To: Anne Birch  
Departmental HR  
Room A5.12  
Castle Buildings

I have accepted the offer of appointment as Special Adviser to Peter Robinson, MLA, First Minister on the terms and conditions referred to in my appointment letter dated 1 October 2015. I enclose copy of your most recent P45 or P46 Personal information redacted by RHI Inquiry to confirm that my National Insurance Number is [REDACTED]

Signed:

Dated:

Name: *S. Smith* 01/10/2015.  
(In block capitals)