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PRIVATE & CONFIDENTIAL

Mr M Viney  
Allied (Tooling) Limited  
Unit 2, 19 Willis Way  
Poole  
BH15 3SS

20 January 2010

Dear Mr Viney

**Pension Scheme**

I am pleased to confirm that we have concluded the takeover of the pension scheme.

I enclose the following items.

- 1) Takeover Report summarising the changes that have taken place
- 2) Fact Sheet which gives key information on your scheme
- 3) Nomination of Beneficiary form for completion and return to us in respect of you and Michael. This directs to whom benefits should be paid on death
- 4) Scheme Invoice and Direct Debit form – The cost for the takeover of the pension scheme amounts to £500 plus vat. The cost for the administration of the scheme is collected quarterly by direct debit, the first payment is payable by cheque. You therefore need to return to us the completed form plus a cheque for £866.56 made payable to Pension Practitioner .Com Limited in accordance with our terms of business. This consists of £500 + £237.50, plus vat.
- 5) Original Deed of Removal of trustee for your safekeeping
- 6) Copy of the Deed of Appointment of Practitioner.

If you have any queries, please contact either I or your Consultant, Brad Davis

Yours sincerely

Gavin McCloskey  
**For Pension Practitioner .Com**

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