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BIRCHLAND EXECUTIVE PENSION SCHEME
DAWS HOUSE
33-35 DAWS LANE
MILL HILL
LONDON
NW7 4SD

Date 15 December 2016

Dear BIRCHLAND EXECUTIVE PENSION SCHEME

DARNEL CO.
of 35 BENSAM LANE,
has told us that you want to authorise them to act as your agent* in connection with your business Pay as You Earn (PAYE) affairs.

If you want this agent to act for your business in relation to PAYE, please tell them the following code as soon as you can, they will then be able to activate the authorisation online. If they do not use the code before the date shown below, they will need to reapply to us to be your agent.

Authorisation Code: PE96238538

Important: This code must be used by 14 January 2017.

Once this authority is activated it will allow us to exchange information about your business PAYE affairs with DARNEL CO., and to deal with them on any matters within the responsibility of HM Revenue & Customs in relation to PAYE.

You may receive additional authorisation codes if you have asked your new agent to represent you for other areas of HMRC business. Once the agent has activated the authorisation we will automatically start sending letters and forms to your new agent.

Sometimes we will need to send letters and forms to you as well as, or instead of, to your agent.

The authorisation code above supersedes any earlier authorisation codes that may have been issued for an agent to act in relation to your business PAYE affairs. Any previous authorisation codes are invalid and should be destroyed.

If you have any queries or concerns phone us on **0300 200 3600**.

*Agent is the term we use to describe a person you have appointed to deal with your tax affairs.

