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Daws House
33-35 Daws Lane
London
NW7 4SD

Mr David Wood
David Wood Baking Limited
1 Calverley Road
Oulton
Leeds
LS26 8JD

3 June 2008

Dear Mr Wood,

Self Administered Scheme

Please find enclosed the draft documentation to establish a self administered scheme as discussed.

For ease of signing by you and Karen, I set out below a summary of the paperwork that you are both signing.

1. Trust Deed – this is the legal deed in which the Company creates the scheme and appoints members as Trustees to hold the assets of the scheme for your benefit as scheme members. There is nothing in the deed which should give cause for concern as you control the scheme as member Trustees.
2. Member announcement – It is written in a format that places no legal requirement for the Company to contribute any specified amount, but it sets out your invitation to join the scheme as members.
3. Deed of appointment of Practitioner – the attached Deed appoints us to act on your behalf under Deed, this allows us to deal with all matters on the Administrator's behalf. Your Company will be the registered Administrator of the scheme on this occasion.

The Administrator is legally responsible for making annual returns to HMRC and ensuring the good governance of the scheme. We fulfil those responsibilities for the Trustees and Administrator as part of our annual administration service.

4. Our Terms of Business – this covers items such as how we operate, the information we hold on your behalf, termination and remuneration. It will need to be signed by you both as Trustees in order that we can proceed.
5. I attach a template for a letter of authority. Should you require us to handle the administration for the transfer of your pension benefits, then the enclosed will need to be completed.

Please return all the enclosed paperwork to me at the Office; you need not take any copies of the enclosures as I will be returning the originals to you once we have completed the set up of the scheme.

If you have any questions regarding the enclosures please do not hesitate to get in touch.

Yours sincerely

Gavin McCloskey

For Pension Practitioner .Com

Encl:

Deed of Appointment

Trust Deed

Terms of Business

Letter of Invitation