

Days Pension Fund
Days Inn (Westminster) Limited
84 Belgrave Road
London
SW1V 2BJ

08 September 2017

Days Pension Fund

Dear Ashgar,

I hope that you are keeping well.

The renewal and tax returns are due to HMRC for your pension scheme and in order for us to complete the pension scheme returns on time we require the following information as soon as possible.

1. Pension scheme bank account statements
2. Asset values as at 05 April 2017
3. Details of any assets purchased or disposed of during the period

Any other information you feel may be beneficial in the process of us completing your scheme return will be greatly received, also if possible a brief email outlining any movements within the scheme during the period and any other documentation, statements or other attachments that you feel would be relevant in helping us to calculate and complete your pension scheme return as soon as possible.

Once I complete the tax returns for your pension scheme, I will then issue you a benefit statement(s) and I will undertake a scheme review. In this review I will also take into account tax changes to pension rules and give you as much input as possible to ensure that this scheme is working as you intend. If you would like to get together to discuss your options available do please let me know.

I also enclose the annual administration invoice in respect of the renewal of your Pension Scheme, which can be settled from the pension scheme bank account if preferable. I note that this invoice is overdue, therefore we kindly ask you to settle this as soon as possible.

As part of our re-organisation, the practitioners partnership which owns Pension Practitioner since 2007 has now merged with our overseas practice, which also undertakes pension work for ex-pats. In addition, we have recently acquired another UK pension company, which has increased the number of self administered schemes we administer to over 680.

As a result of these changes, we have centralised our head office at the World Trade Centre in Gibraltar; from where electronic delivery of pension reporting and returns for both UK and offshore pensions will take place by our administration team. As a result, you will benefit from zero rated vat on your invoicing for scheme administration services only. We will associate as scheme practitioner through the practitioners partnership to ensure delivery of this integration and that you benefit from this and the new technology platform being rolled out at the end of this year. You do not need to make any changes to your current arrangements with us.

Going forward, I will be the dedicated consultant for your pension scheme and working with me is Esther Salmon. I am free to discuss your requirements if and when you require.

I look forward to preparing the tax returns for your scheme and undertaking a scheme review.

Do please let me know if there is anything you require in the interim.

Yours Sincerely

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a long horizontal stroke.

Stacy Lunnon

Please note that from 01 September 2017 our address has changed to:

Pension Practitioner
48 Chorley New Road
Bolton
BL1 4AP

Invoice Enclosed

**Pension Practitioner**

48 Chorley New Road
Bolton
BL1 4AP
United Kingdom

INVOICE**Bill To****Days Pension Fund**

Days Inn (Westminster) Limited
84 Belgrave Road
London
SW1V 2BJ

Invoice#	INV-4712
Invoice Date	10 Mar 2017
Terms	Due on Receipt
Due Date	10 Mar 2017

Item & Description	Qty	Amount
Pension Administration Services Annual renewal for pension administration services to the Trustees for the period March 2017 to February 2018 for a four member Scheme	1	1,555.00

Thank you for using our services

Sub Total	1,555.00
Total	£1,555.00
Balance Due	£1,555.00

Payment Options**Terms & Conditions**

Payment to be made on receipt of invoice

BACS:

Barclays Bank Plc

Account Name: Pension Practitioner

Sort Code: 20-45-45

Account Number: 23784606

Pension Practitioner is a trade style of The Practitioners Partnership LP
UK Address: 48 Chorley New Road, Bolton, BL1 4AP, United Kingdom
Registered Address: 1st Floor, World Trade Centre, Gibraltar. GX11 1AA
Registered in Gibraltar at Companies House No: 159