

Mr G Jones  
Elljess Investments Ltd  
C/o Ms D Hutchings  
Lucesco Ltd  
14 Furzeland Way  
SAYERS COMMON  
BN6 9JB

10 April 2015

Our Ref: 05/4161/SSAS SEL 3/NP - Please quote this reference in any reply  
Direct Dial: 08445 440 581  
Email: [ssas@rowanmoor.co.uk](mailto:ssas@rowanmoor.co.uk)

Dear Mr Jones

#### **Elljess Investments Ltd Executive Pension Scheme**

Thank you for completing the Application Forms to establish a Small Self-Administered Scheme. I am pleased to introduce myself as the administrator for the Scheme. I will be able to help you with any queries but if I am not available then one of my team colleagues will be happy to help you.

Our Accounts and Finance and Investment Servicing Team may also contact you with queries relating to the administration of the Scheme.

An application has been made to register the Scheme with HM Revenue & Customs. We will confirm it has been registered and will provide the Scheme Registration Number and bank account details in due course. On occasion, HMRC will request additional information from us prior to completing the registration process as such we would be grateful if you could provide us with the below information as soon as possible so that we are in a position to respond to such queries should we be required to do so:

- Contact telephone number for the member;
- Confirmation of whether the Sponsoring Employer is trading;
- What the nature of business is (or intended nature of business if not currently trading);
- Contact telephone number for the Sponsoring Employer;
- Number of people employed by Company – including non-salaried Directors subject to a Service Contract;
- Confirmation of whether the Sponsoring Employer is registered for tax with HMRC;
- The Sponsoring Employer's PAYE reference;
- The Sponsoring Employer's VAT reference;
- The Sponsoring Employers Corporation Tax reference;

continued .....

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I enclose:

- a list of names and direct line numbers for the team;
- the additional documents required to establish the Scheme with notes on their completion. Please return the completed documents in the envelope provided as soon as possible;
- a copy of the Confirmation of Membership letter which has been issued to each member directly;
- our invoice for settlement.

Should you have any queries please contact me on the above direct dial number.

Yours sincerely



**Nikita Pennell**  
**SSAS Administration Department**

## Rowanmoor Group Plc

Sue Leeson	Team Manager	08445 440613
Dan Bucknall		08445 440701
Nikita Pennell		08445 440581
Jonathan Chapple		08445 440752
Anna Fowler		08445 440780
Direct Fax:		08445 440500
Email:		ssas@rowanmoor.co.uk

**Strictly Private and Confidential**

 Mr G Jones  
 Elljess Investments Ltd  
 C/o Ms D Hutchings  
 Lucesco Ltd  
 14 Furzeland Way  
 Sayers Common  
 BN6 9JB

Account No. 05/4161

**INVOICE**

Date of Issue: 8 Apr 2015

Tax Point: 8 Apr 2015

Invoice No. SU/03217

£

**Elljess Investments Ltd Executive Pension Scheme**

Professional services in connection with the Establishment and Annual Administration for the above scheme

New Scheme Establishment	1,160.00
New Scheme Establishment (per member): 2 @ £120	240.00
Annual Administration Fee for the period 01/04/2015 - 31/03/2016	660.00
Annual Trustee Fee	280.00
Annual Administration Fee (per member): 2 @ £140	280.00

Sub-total 2,620.00

VAT @ 20.0% 524.00

**TOTAL** £ 3,144.00

To make payment by BACS our bank details are as follows:

 Bank: Barclays Bank  
 Account Name: Rowanmoor Group plc  
 Account Number: 10508195  
 Sort Code: 20-75-01

Please make cheques payable to: Rowanmoor Group plc.

**Please ensure your account/invoice number is included.**

VAT Registration Number 887 1250 04