

Mr K S Hatzer
Halfpenny and Spendloff Ltd
C/o Mrs D Hutchings
Lucesco Ltd
14 Furzeland Way
Sayers Common
WEST SUSSEX
BN6 9JB

17 September 2014

Our Ref 1S/0510/SOLO SAL/LLG/WSS - Please quote this reference in any reply
Direct Dial 08445 440 603

Dear Mr Hatzer

Halfpenny and Spendloff Ltd Executive Pension Scheme

Thank you for completing the Application Forms to establish a Rowanmoor Pensions Solo SSAS. 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.

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.

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 you directly;
- our invoice for the establishment of the Scheme and the annual administration for the period 1 September 2014 to 31 August 2015. This will be settled from the Pension Scheme's RBS account once sufficient funds are available;

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

Yours sincerely



Lauren Garthwaite
SSAS Administration Department

Encs

Solo SSAS Team Contact List

Naomi Johnson	SSAS Manager	08445 440 609
Tanya Gibbs	Team Leader	08445 440 702
Lauren Garthwaite	SSAS Administrator	08445 440 603
Will Sharpe	SSAS Administrator	08445 440 652
Amy Whiting	SSAS Administrator	08445 440 773

Direct Fax: 08445 440 500

Email: ssas@rowanmoor.co.uk

Strictly Private and Confidential

Mr K S Hatzer
11 Ravenstone Drive
Greetland
HALIFAX
HX4 8DU

15 September 2014

Our ref 1S/0510/SOLO SAL/LG/CW - Please quote this reference in any reply

Dear Mr Hatzer

Halfpenny and Spendloff Ltd Executive Pension Scheme

On behalf of Halfpenny and Spendloff Ltd we are pleased to confirm your membership of the Halfpenny and Spendloff Ltd Executive Pension Scheme.

Scheme Structure

- The Scheme is a registered pension scheme, established under trust as an occupational money purchase arrangement, which means that the benefits payable will be based on the contributions paid and/or transfers received on your behalf, together with the growth on the investments held, subject to the Scheme Rules.
- It is open to any employee to whom the principal or a participating employer chooses to offer membership.

Contributions

- A sponsoring employer may, but is not obliged to, pay contributions to the Scheme on your behalf.
- You are not required to make personal contributions to the Scheme yourself, but you may do so if you wish, in accordance with the Scheme Rules.
- Please note that your first contribution year (pension input period) will run from the date of your first contribution until the end of the tax year (5 April) in which it was paid. Thereafter, your contribution year will run from 6 April to the following 5 April each year.

Pension Benefits

- You may take your benefits in whole or in part at any time from age 55.
- You will be allowed to take up to 25% of your benefits up to the Standard Lifetime Allowance as a tax free lump sum and the balance can be used to provide an income in accordance with the Scheme Rules.
- The actual amount of benefit will depend on the value of the fund.

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Death Benefits

- In the event of your death before crystallising benefits and prior to age 75 your whole fund up to the Standard Lifetime Allowance may be paid tax free to your beneficiaries. Alternatively, the fund could be used to provide dependants' pensions.
- In the event of your death after crystallising benefits or after age 75 your whole fund may be paid to your beneficiaries subject to a 55% tax charge. Alternatively, the fund could be used to provide dependants' pensions.

Administration

- Rowanmoor Group plc fulfils the statutory role of Scheme Administrator.
- Rowanmoor Trustees Limited fulfils the role of independent trustee.
- As a scheme member you will automatically be appointed as a trustee. Details of the responsibilities and duties of a trustee are detailed in the enclosed Solo SSAS Trustee Guide.
- The definitive trust deed and rules of the scheme detail how it will be governed and administered.
- Any questions should be addressed to your usual administrator at the following address:

SSAS Department
Rowanmoor House
46-50 Castle Street
Salisbury
SP1 3TS
Tel 08445 440 440

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. H. J.', with a long horizontal line extending to the right.

**For and on behalf of
Rowanmoor Group plc**

Strictly Private and Confidential

The Trustees of the Halfpenny and Spendloff Ltd
Executive Pension Scheme
C/o Mrs D Hutchings
Lucesco Ltd
14 Furzeland Way
Sayers Common
WEST SUSSEX
BN6 9JB

Account No. 1S/0510

INVOICE

Date of Issue: 16 Sep 2014

Tax Point: 16 Sep 2014

Invoice No. SSU/00465

£

Halfpenny and Spendloff Ltd Executive Pension Scheme

Professional services in connection with the establishment of the above Solo
SSAS - £900.00

Annual administration fee for the period 01/09/2014 - 31/08/2015 - £750.00

1,650.00

VAT @ 20.0%

330.00

TOTAL

£ 1,980.00

For information purposes only, invoice will be settled in 14 days from the fund.

VAT Registration Number 887 1250 04