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Registered Scheme Administrator  
Limited  
Suite 4, 1st Floor  
48 Chorley New Road  
Bolton  
BL1 4AP

**Pension Schemes Services**

Yorke House  
Castle Meadow Road  
Nottingham  
NG2 1BG

**Phone** 0845 600 2622  
Monday to Friday 09:00 - 17:00

**Fax** 0115 974 1480

**Date of issue** 06 April 2018

**This notice requires you to make and deliver a Pension Scheme Return for the year ended 05/04/2018**

**Pension Scheme Tax Reference**  
00816413RF

**Pension Scheme Name**

Halfpenny & Spendloff Ltd Executive Pension Scheme.

If audited accounts have been prepared for a period or periods ending in the year shown above, you should make the return for the period or periods covered by those accounts.

You must file the return online. Our Pension Schemes Online service provides a quick, secure and convenient way to send and receive information. If you have not already registered to use this service, visit our website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and select 'Pension Schemes' under 'do it online'.

**Time limits**

You must get the Pension Scheme Return to us by:

- 31 January 2019, or
- 3 months after the day this notice is given

whichever is the latest.

If the scheme has completed winding up before 31 October 2018, you must get the Pension Scheme Return to us by

- 3 months after the day on which winding up is completed, or
- 3 months after the day this notice is given

whichever is the latest.

**You risk being charged penalties if you fail to file the Pension Scheme Return within the time limit, or if you make an incorrect return.**