|  |  |
| --- | --- |
| C:\Users\owner\AppData\Local\Temp\Pension Practitioner - Logo.jpg | Tel: 0800 634 4862 Fax: 020 8711 2522 Email: info@pensionpractitioner.com |

**Private and Confidential**

John Patrick Sullivan  
JPS Pension Ltd  
11 Langley Park  
Mill Hill   
London  
NW7 2AA  
 12 November 2010

Dear John,

**Self Administered Scheme**

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

For ease of signing I set out below a summary of the paperwork that you will be 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 member. There is nothing in the deed which should give you cause for concern as you control the scheme as the member Trustee.
2. Member announcement – As stated, the Company invites you to join the scheme and must state what benefits, if any, it is intended to provide. It is written in a format that places no legal requirement for the Company to contribute any specified amount.
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. JPS Pension Ltd will be the registered Administrator of the scheme; we will be the Practitioner acting on behalf of the registered Administrator.

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.

1. 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 as the Trustee in order that we can proceed.
2. Please find enclosed an application to open a bank account. We have an arrangement with Investec Bank plc for pension scheme account; they will provide you with a cheque and paying in book, plus there is online banking. Any cheques deposited can be made via a Lloyds TSB branch. Terms of business for this account is also enclosed.

Costs – I confirm that the set up cost for a one person scheme amounts to £750 plus VAT for one member. The administration of the scheme for one year is on fixed fee terms and this amounts to £750.00 p.a. plus VAT; this is invoiced following the commencement of the scheme. It will also be subject to successful registration of the scheme HMRC. The annual administration fee covers everything necessary for the proper administration of the scheme; it also includes advice, scheme administration, meetings and general care and conduct throughout.

Finally, I confirm that we are not signatories to any investments or bank accounts and do not recommend or promote any investment products or give investment advice.

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. When returning the enclosures, I will need a copy of your passport plus a recent utility bill (no less than 3 months old) in order that money laundering requirements can be adhered to.

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

Kind regards

Yours sincerely

Brad Davis

**For Pension Practitioner .Com**

Enc