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Fax: 020 8711 2522  
Email: [info@pensionpractitioner.com](mailto:info@pensionpractitioner.com)

Daws House  
33-35 Daws Lane  
London  
NW7 4SD

**PRIVATE & CONFIDENTIAL**

Roland Nash  
Larkstore House  
Grand Parade  
Littlestone  
New Romney  
TN28 8NQ

29 September 2009

Dear Roland

**SSAS TAKEOVER**

I am pleased to confirm that we have received the governing trust deed and rules for your pension scheme.

I confirm that Alliance Trust is not a co Trustee of the pension scheme. Accordingly, it is not necessary for them to be removed under trust.

I enclose a deed of appointment of administrator and practitioner. This deed will appoint us to act for the Company as registered administrator of the scheme. We will undertake all those functions imposed upon the administrator with the Pensions Regulator and HM Revenue and Customs.

I enclose a schedule of investments which you will need to complete and return to us. This is to ensure that Alliance Trust are removed from any authority and signatory to the pension scheme assets. Please also let me have details of any property and loans to the Company from the pension scheme.

Would you also let me have a copy of any correspondence you have received in the last year from either HMRC or the Pensions Regulator.

We will require our terms of business signed plus direct debit mandate completed. The direct debit will not come into effect until the takeover has been completed to your satisfaction. We will require a cheque for the takeover on account, this amounts to £500 and is payable to Pension Practitioner .Com.

When returning the enclosed paperwork I will also require a copy of your passport and recent utility bill in order that we can satisfy our requirements to HMRC in accordance with money-laundering regulations. A reply paid envelope is enclosed for your convenience together with a checklist.

Kind regards

Yours sincerely,

**Gavin McCloskey**  
**For Pension Practitioner .Com**

CHECKLIST TO BE RETURNED TO PENSION PRACTITIONER .COM

Completed deed of appointment of Practitioner and Administrator	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Investment Schedule	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Copy of Passport	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Copy of recent utility bill	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Terms of business	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Direct Debit Mandate	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Cheque for £500.00 on account payment for the takeover of the scheme	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
HMRC correspondence addressed to the trustees	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Pensions Regulator correspondence addressed to the trustees	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Removal Letter	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)

LARKSTORE (NO.3) PENSON SCHEME

Larkstore House

Grand Parade

Littlestone

New Romney

Kent

TN28 8NQ

Alliance Trust

Pavement

London

EC2A 1NT

Date:

Dear Sirs,

Please accept this letter as confirmation that we have appointed Pension Practitioner .Com to provide administration services to the trustees with effect from the date of this letter.

We would be grateful if you could provide them with such assistance as is necessary to effect the smooth transfer of administration.

Yours sincerely

ROLAND NASH