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Private and Confidential
Mssrs John & Simon Marfani, and Robin Meadowcroft
Marfani & Company Limited
c/o 386-388 Palatine Rd
Northernden
Manchester
M22 4FZ

16 December 2010

Dear John, Simon and Robin,

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.

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. There is nothing in the deed which should give you cause for concern as you control the scheme as the Trustees. Robin will be a Trustee of the scheme but not a member, the power of removal of Robin and any other Trustee has been vested in the Company.

2. Member announcement x 2 – As stated, the Company invites Simon and John for membership to 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. Marfani & Company Limited 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.

4. 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 amounts to £1000 plus VAT for two members. The administration of the scheme for one year is on fixed fee terms and this amounts to £950 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. It will be collected by direct debit on a quarterly basis.

We cannot set up the pension scheme in the absence of the set up payment. You will need to therefore return the paperwork with a cheque for the set up of the pension scheme for £1175 (inclusive of vat) payable to "Pension Practitioner .Com Limited".

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.

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

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