HM Revenue and Customs

Pensions Schemes Services

BX9 1GH

Date: 17/11/2022

Dear Mr Bhandal,

**Nicola Steele Pension Scheme**

**Your Ref: APSS530**

**SRN: S0000017475**

Thank you for your letter dated 11th October 2022. Please find below the requested information to assist with the registration of Nicola Steele Pension Scheme.

1. Please find enclosed a copy of the scheme rules. I can confirm that there have been no executed amendments to the rules.
2. Please find enclosed a signed and dated copy of the Trust Deed establishing the scheme. There have been no amendments made to that deed.
3. The scheme has no bank account at present. The trustees will require evidence confirming that the scheme has been tax registered before an account can be opened.
4. The scheme is intended to have one member. Please see below the member details:

Nicola Robertson Steele

Address: 7 Hallcraigs Crescent, Houston, Johnstone, PA6 7FA

NI Number: NZ644569A

Phone Number: 07766275320

1. The scheme is being set up for the one member listed above, who is the director of the sponsoring employer. The scheme will not be marketed. There are no introducers involved.
2. The Scheme will be funded by employer contributions of around £40,000 in the first years. There is no specific business plan in place as yet, however the Trustees have identified a commercial land and a commercial industrial unit they intend to purchase.
3. The Trustee anticipates the scheme to be worth approximately £XX,000 at the end of the first year of its existence plus growth.
4. The scheme will not be offered for auto enrolment.
5. Employer adhered to the scheme:

Employer Full Name: Gryffe Manor Property Group Limited

Address: 7 Hallcraigs Crescent, Houston, Johnstone, PA6 7FA

Phone Number: 07766275320

Number of people employed: 1

Registered for tax with HMRC: Yes

PAYE Ref: 120/TE45869

VAT Ref: N/A

Corporation Tax Reference: 2771222186

Partnership Tax Reference: N/A

Self-assessment tax reference: N/A. Employer is not an individual.

1. N/A
2. Scheme Trustees:

Nicola Robertson Steele

Address: 7 Hallcraigs Crescent, Houston, Johnstone, PA6 7FA

NI Number: NZ644569A

Phone Number: 07766275320

Martin Gerard Steele

Address: 7 Hallcraigs Crescent, Houston, Johnstone, PA6 7FA

NI Number: JL752677B

Phone Number: 07411745748

Scheme Administrator:

RC Administration Limited

Company Number: 12409200  
Company Address: 1a Park Lane, Poynton, Stockport, England, SK12 1RD

Contact number:  0330 311 0839

Email: info@rcadministration.com  
Role: Registered Administrator

RC Administration Limited, which I am a director of, is a SSAS administration company.

I have performed scheme administration work for several years and I have the required pensions knowledge to act in this capacity. I am also registered as scheme administrator under ID number: A0150724.

Accountant Details:

Jane Humby

Boon & Worth

Company Address: Suite A4, Skylon Court, Coldnose Road, Rotherwas, Hereford, HR2 6JS

Contact Number: 01432 808150

Email Address: office@boonandworth.co.uk

This is the only scheme we have been asked by the Trustee to set up.

Should you require any further information, please advise me accordingly.

Yours Sincerely,

David Nicklin (CERT PFS), Director

**For and on behalf of RC Administration Limited**

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