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Private & Confidential

Mrs Jane Groom
Oakleaf Facilities (UK) Limited
7 Brookfield
Moulton Park
Northampton
NN3 6WL

17 September 2009

Dear Jane,

OAKLEAF FACILITIES LIMITED SIBA

We have completed the renewal for the pension scheme as at 31 March 2009 and I enclose the following:

Year end trustee report detailing the activities over the scheme year, it also contains a review of the scheme.

1. A copy of the scheme returns submission receipt for your safekeeping.
2. Lifetime allowance certificates for retaining by the each of the trustees in respect of the lump sums paid to Mark, Janie and Paul.
3. Lifetime allowance questionnaires for signing by each member. Please return the completed forms to me duly signed.

If you have any queries regarding this please feel free to get in touch.

Kind regards

Yours sincerely

Gavin McCloskey
For Pension Practitioner .Com

c.c. Simon Carlin