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**Private and Confidential**

Mr Mark Palfrey

Pl@n:IT Nutrition Limited
Unit 7, Hurlands Business Centre

Farnham

Surrey

GU9 9JE

 09 August 2010

Dear Mark,

**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 Trustee to hold the assets of the scheme for your benefit as a 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. Pl@N:IT Nutrition 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.

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. Costs – Having discussed this with Nikki we can establish, tax register and undertake all legal work in respect of the loan facility for £1500.00 plus vat. This will be met by the trustee pension account following transfer.

The administration fee will be collected quarterly via direct debit. A Direct Debit Mandate is attached, this will be met from the pension scheme and will be £175.00 per quarter plus vat.

Company Reg No: 6028668; VAT Reg No: 894312018; HMRC Practitioner Reg No: 00005886

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The annual administration fee covers everything necessary for the proper administration of the scheme; it also includes advice, scheme administration, 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. It will be necessary for you to open a pension scheme bank account to receive payment into the scheme, I will liaise with your personal banker for this.

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

Gavin McCloskey

**For Pension Practitioner .Com**

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