HM Revenue and Customs

Pensions Schemes Services

BX9 1GH

Date: 8 July 2021

Dear Mr Bhandal,

**Passmore & Trustees Pension Scheme  
Your Ref: APSS530**

**SRN: S0000006087**

Thank you for your letter dated 22 June 2021. Please find below the requested information to assist with the registration of Passmore & Trustees 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. RC Administration Limited is the only administrator of the scheme.
4. Please find enclosed a copy of the resolution appointing RC Administration Limited to act as the Registered Administrator for the scheme.
5. 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.
6. The scheme is intended to have two members. Please see the member details below:

Carly Retta Passmore

Address: The Coach House, Cranhams Lane, Cirencester, Gloucestershire, GL7 1TZ

NI Number: JP322801B

Phone Number: 07730 071483

Nicholas Iain Passmore

Address: The Coach House, Cranhams Lane, Cirencester, Gloucestershire, GL7 1TZ

NI Number: JH863247D

Phone Number: 07801 730 278

1. The scheme is being set up for two members listed above who are the directors of the sponsoring employer. The Trustees do not anticipate any more members joining the scheme. The scheme will not be marketed. There are no introducers involved.
2. The Trustees intend to transfer funds from their existing pensions into the SSAS with the aim of investing into commercial property. The combined transfer value will be of approximately £70,000. They intend to use £50,000 to purchase a partial interest in the property, for which the Scheme would receive pro rata rental income of £375.00 PCM, therefore an approximate return of 9% on investment. The remaining funds will be held in cash.
3. The Trustees anticipate a year 1 balance of approximately £73,000.
4. The scheme will not be offered for auto enrolment.
5. Employer adhered to the scheme:

Employer Full Name: Passmore Developments Limited

Address: Windyridge, Amberley, Stroud, Gloucestershire, England, GL5 5AA

Phone Number: 07801 730278

Number of people employed: 2

Registered for tax with HMRC: Yes

PAYE Ref: 120/FE24497

VAT Ref: 357392470

Corporation Tax Reference: 2241615100

Partnership Tax Reference: N/A

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

1. N/A
2. Scheme Trustees:

Carly Retta Passmore

Address: The Coach House, Cranhams Lane, Cirencester, Gloucestershire, GL7 1TZ

NI Number: JP322801B

Phone Number: 07730 071483

Nicholas Iain Passmore

Address: The Coach House, Cranhams Lane, Cirencester, Gloucestershire, GL7 1TZ

NI Number: JH863247D

Phone Number: 07801 730 278

The trustees mentioned above are also the scheme members.

Scheme Administrator:

RC Administration Limited

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

Contact number:  0330 311 0088

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.

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

Yours sincerely,

David Nicklin (CERT PFS)  
Director

For and in behalf of RC Administration Limited

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