**Private and Confidential**

Mr Donovan Clarke  
Hill House Cottage  
Misbrooks Green Road

Beare Green  
Dorking  
RH5 4QQ

10 May 2013

Dear Don,

**Prima Services Ltd Pension Scheme**

Please find enclosed the following documentation for your safekeeping:

1. Deed of Removal of City Trustees Limited
2. Copy of the Deed of Appointment of Administrator and Practitioner - We have retained the original in the event that we must present it to HMRC or the Regulator
3. Trust Deed adopting replacement provisions together with the Scheme Rules
4. Deed of Appointment of Trustee appointing Lorraine Clarke as a Trustee.

Enlosed in the pack is the Fact Sheet with plus a summary of investments your pension scheme can and cannot hold. Please take the time to read this as if you make any unauthorised transactions you will incur a tax liability.

If you have any questions regarding the enclosures please do not hesitate to get in touch.

Kind regards

Yours sincerely

Georgina Stuliglowa

**For Pension Practitioner .Com**

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