Progress on the takeover:

1. City Trustees Limited removed by deed, new rules adopted.

2. Advice of takeover sent to CTL together of the copies of the deeds. Requested for the new scheme administrator to be added – 08/04/2013

3. Bank authority sent to Nat West. Request new mandate to be sent to the client - 08/04/2013

To do:

1. Follow up on Nat west to ensure CTL has been removed
2. Sort out HMRC – Associate new administrator
3. Don needs to instruct the solicitor to remove CTL from his properties (3 in total)
4. Deed transferring powers to the trustee (company will be sold)
5. New admin Id in Don’s name.

1 member scheme – not registered with TPR