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Priory Gate Limited
C/O Pension Practitioner .Com
Daws House
33-35 Daws Lane
London
NW7 4SD

Online Services Helpdesk

Phone 0845 60 55 999
Monday to Sunday 08:00 - 20:00

Minicom 0845 366 7805

Fax 0845 366 7828

Email helpdesk@ir-efile.gov.uk

Date of issue 11 November 2011

Scheme Administrator identification number (Scheme Administrator ID)

You have been pre-registered as a Scheme Administrator for Pension Schemes Online.

Go to www.hmrc.gov.uk and select 'Pension Schemes' under 'do it online' to register and activate the service.

You will need:

- your activation token which appeared on screen when you completed pre-registration, and
- your Scheme Administrator ID.

Your Scheme Administrator ID is A0115583

You will need your Scheme Administrator ID:

- to register for Pension Schemes Online. Once registered, you will not need it again to access Pension Schemes Online. However, if you want to be recorded as the Scheme Administrator of a particular pension scheme and we already have a Scheme Administrator recorded against that scheme, you will need to give that Scheme Administrator your ID so they can associate you to the scheme. Once they have done so, you should log on to Pension Schemes Online and select 'add yourself as Scheme Administrator' under 'Select an action'
- if you have a practitioner and they will be filing information on your behalf. You will need to provide them with your Scheme Administrator ID to ensure the submission is attached to the correct record.

Further information is available at www.hmrc.gov.uk Select 'Pension Schemes' under 'businesses & corporations' and then select 'Use Pension Schemes Online'.

If you are not a Scheme Administrator then contact:

Pension Schemes Services

Phone 0845 600 2622
Monday to Friday 09:00 - 17:00

Fax 0115 974 1480

Office Memorandum

To: Mr. Tolson
From: Mr. [Name]
Subject: [Subject]

Re: [Subject]

Enclosed for the Bureau are [Number] copies of [Document]

Very truly yours,
[Signature]

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The following information was received from [Source] on [Date] regarding [Subject]. [Source] stated that [Information]. [Source] also stated that [Information]. [Source] further stated that [Information]. [Source] concluded that [Information].

It is recommended that [Action]. [Reason]. [Conclusion].

Very truly yours,
[Signature]

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