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| Pension Practitioner - Logo | Tel: 0800 634 4862 Fax: 020 8711 2522 Email: info@pensionpractitioner.com |

**PRIVATE & CONFIDENTIAL**  
Mr R Bremner   
10 Mina Avenue  
 Langley  
Berkshire  
SL3 7BY

Date: 12 December 2011

Dear Russell,

**TAKEOVER OF ADMINISTRATION SERVICES**  
  
I enclose the documentation for takeover administration services from JLT.

**Documentation**

1. Please find enclosed a takeover fact sheet. This sets out how we will takeover the administration of the scheme from JLT.

2. To remove JLT as trustee of the pension scheme, you are required to have signed a deed of removal. This has been drafted against the rules provided. Please sign this with Lindy and have your signatures witnessed independently. The deed will need to be returned to me.

Whilst the takeover form provided advises that there are 2 member trustees, only two appear on the deeds and as such we have prepared this deed of removal on the basis that the deed provided is the governing deed for the scheme.

3. Investment Authority – please insert the name of each investment and bank provider, then sign and return to me the enclosed authority, this will allow us to correspond directly with the current providers to ensure that JLT are removed from any authority. Please also let us know of any land and property held by the pension scheme.

4. Terms of Business – This sets out how we operate, what you can expect of us plus the cost of our services. I confirm that the cost for the administration of a two persons scheme amounts to £258.75 p.a. plus vat which is collected by direct debit quarterly in advance following the takeover of the scheme. Our cost for the takeover of the scheme amounts to £600 plus vat. We do **not**  operate on a time chargeable basis and this covers the cost for the full administration of the scheme, advice and guidance. It also includes all tax returns, PAYE, reporting and scheme governance.

5. Direct Debit Mandate – This needs to be completed and returned to us with the other scheme documents. Only the administration fee is collected by direct debit and this will be collected following the completion of the takeover report to you.

6. 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. You will continue to be the registered administrator of the scheme on this occasion.

7. Termination of services – JLT need to be notified of the termination of administration services and by signing and returning this letter to us we will ensure that this is forwarded to them.

We are registered with HMRC as a Company Services Provider. As such we are required to know and identify those trustees with whom we undertake services for. We will therefore obtain from Stephen a copy of the identities for each member.

We will require the takeover fee to be paid in advance and when returning the documentation you will need to enclose a cheque for £600 plus vat to cover the takeover of the scheme made payable to Pension Practitioner .Com Limited. We will invoice the Company once the takeover has been completed.

Finally, we takeover a lot of pension schemes from JLT, and therefore you should expect a timescale of 3-4 weeks for us to conclude this with them based on **their current turnaround**. We will give you updates throughout and seek to minimise their activity to make this as simple as possible for you. I am aware that we also need to rectify the loan issue and avoid a scheme tax charge – provided that JLT has not already filed the scheme returns, we will ensure that based on the information provided by Paresh this does not arise.

Finally, we are the UK’s fastest growing SSAS administration firm; since launch in 2007 we now administer hundreds of pension schemes for small businesses and work with your advisor in helping you get value for money and good governance. We have been voted SSAS Provider of 2011 by Compare the Pension and shortlisted by Money Facts in our first year of entry as SSAS Provider of the year also. We will ensure that your objectives are met and will give you a fast turnaround to your requirements of us.

If you have any queries regarding this please feel free to get in touch.

Kind regards

Yours sincerely,

**Gavin McCloskey  
For Pension Practitioner .Com**