



Rowanmoor  
GROUP PLC

Rowanmoor House • 46-50 Castle Street • Salisbury SP1 3TS  
Telephone: 08445 440 440 • Fax: 08445 440 500  
DX 124683 • Salisbury 3

With compliments

Rowanmoor Pensions is a trading name of Rowanmoor Group plc, Registered in England (No. 5792242). Registered office as above.

CBRE  
Asset Management  
Pacific House  
1<sup>st</sup> Floor  
70 Wellington Street  
GLASGOW  
G2 6AU

25 February 2013

Our Ref: 17/9018/SSAS JAK 2/LAH/CW – Please quote this reference in any reply  
Direct Dial: 08445 440 782

Dear Sirs

**RT Quaife Engineering Ltd Small Self Administered Scheme**  
**Property: 31 Bailey Drive, Gillingham Business Park**

Please find enclosed your invoice number ZAP/0186871 in regard to the above property which I am returning. As you are aware, RT Quaife Engineering Ltd Small Self Administered Scheme owns the property but Rowanmoor Trustees Limited no longer has any involvement with this Pension Scheme. Therefore it is not appropriate to issue any further correspondence to ourselves and your records should be updated accordingly.

Please issue all invoices and associated correspondence to the Member Trustees, Mr M Quaife and Mrs S Quaife-Hobbs. Their contact address is as follows:

R T Quaife Engineering Ltd  
Vestry Road  
Otford  
Sevenoaks  
TN14 5EL

Thank you for your assistance. Should you have any queries, please do not hesitate to contact me on the above direct dial number.

Yours faithfully



**Lydia Hunt**  
**SSAS Administration Department**

Enc

Copy: GSI Wealth Management  
Pension Practitioner.com

CBRE  
Asset Management  
Pacific House, 1st Floor  
70 Wellington Street  
Glasgow G2 6AU  
Telephone: 0141 204 7666

Zurich Assurance Ltd  
c/o Threadneedle Property Investments Ltd  
PO Box 3550  
Swindon  
SN3 9AP  
email: property.accounts-receivable@threadneedle.co.uk

To:  
Rowanmoor Trustees Limited  
Rowanmoor House  
46-50 Castle Street  
Salisbury  
Wiltshire  
SP1 3TS  
United Kingdom

Rent and charges due on  
the following premises:

Phase 31 - Long Leasehold

Gillingham Business Park  
Gillingham  
Kent  
ME8 0QH

Invoice no : ZAP/1086871  
Tax point : 20-Feb-2013  
VAT reg no: 107 8316 77  
Tenant ref: TA09683  
Lease ref: A0865L51  
Page: 1 of 1

## Invoice on behalf of Zurich Assurance Ltd

Due Date	Details	From	To	Amount	VAT Code	VAT Amount	Line Total	EFT
25-Mar-2013	On Account Service Charges	25-Mar-2013	23-Jun-2013	1,498.00	ST1	299.60	1,797.60	
Totals in Sterling Pound (GB)				1,498.00		299.60	1,797.60	

VAT Analysis		Net Amount	% Rate	VAT Amount
ST1	Standard New 20%	1,498.00	20	299.60

This Demand is issued without prejudice to the Landlord's rights in respect of any breach of the terms of the Lease

## Statement and Remittance Advice

Invoice No	Due Date	Details	To	Amount	EFT
1086871	25-Mar-2013	THIS INVOICE On Account Service Charges	23-Jun-2013	1,797.60	
1080787	25-Dec-2012	ARREARS On Account Service Charges	24-Mar-2013	1,797.60	
1076319	29-Sep-2012	On Account Service Charges	24-Dec-2012	1,797.60	
Total amount due in Sterling Pound (GB)				5,392.80	

Inv no: ZAP/1086871  
Tax point: 20-Feb-2013  
VAT reg no: 107 8316 77  
Tenant ref: TA09683  
Lease ref: A0865L51

Please send this  
Remittance Advice via  
post or email to the  
address in the top  
right-hand corner

All payments to:  
Zurich Assurance Ltd

Sort Code: 30-00-02  
Account No: 00098243