



Telephone: **0800 634 4862** Fax: 020 8711 2522 Email: [info@pensionpractitioner.com](mailto:info@pensionpractitioner.com) [www.pensionpractitioner.com](http://www.pensionpractitioner.com)  
UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

Joannis Savva  
60 The Woodlands  
London  
N14 5RX

06 November 2018

Dear Joannis,

**Reflexoak Limited Executive Pension Scheme**

It was good to talk to you today, thank you for your help.

Please find enclosed the following documentation:

- Deed to add new Trustees to the above scheme
- Invoice No. 6415 – Drafting of a new deed to admin new Trustees
- Invoice No. 5190 – Annual renewal for administration services April 2018 – April 2019
- 2 x Nomination of Beneficiary forms

Can I ask that you check the Deed to add new Trustees and if you are happy with it, please arrange for it to be signed and posted back to me to the above address. If there are any amendments to be made, let me know. I have enclosed a Nomination of Beneficiary form for yourself and one for Andros, can I ask that these are completed and signed please so we have the correct up to date information on our records.

If you would arrange payment of the invoices please either by cheque or bank transfer (our bank account details changed last year and these are printed on the bottom of the invoices).

If you have any questions or queries, do not hesitate to contact me.

Yours sincerely

Emily McAlister  
**For Pension Practitioner**

Encs.