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**Private & Confidential**

Mr Peter Singleton  
Singleton Engineering Co Limited  
Blacknell Lane Industrial Estate  
Crewkerne  
Somerset  
TA18 7HE

29 July 2008

Dear Peter,

**SINGLETON ENGINEERING PENSION SCHEME**

Thank you for appointing us to provide administration services to the Trustees, we look forward to working with you.

I have studied the current trust deed and confirm that no amendments are required to it. NAMULAS, resigned as a Trustee/Pensioner Trustee with effect from 6<sup>th</sup> April 2006 and as such no new deed is required at this time.

The deed specifies however that you are all the administrators of the scheme and I suggest that this is changed. As the administrators, you are all personally liable to any fines or taxes that may arise on the scheme, it also creates practical difficulties under the new regime. I recommend that the registered administrator for tax purposes is the Company, but all their functions are delegated to us as Scheme Practitioner. This will simplify the new processes, you will have access to the work we undertake through Pension Schemes Online. I have therefore prepared a deed on this basis and enclose this for signature by each of you, and by the Company.

In order that we may obtain occasional information on the scheme, we will need authority to correspond with the bank and investment provider from time to time. The attached authority which two trustees will need to sign gives us authority for this.

We will need to advise the outgoing administration provider of the changes and I attach a letter of removal for signing.

Finally, I enclose a copy of our terms of business for signing by the Company. This sets out information such as the work we undertake for you, how we are paid and the scope of our services.

Please return these enclosures to me duly signed at the earliest convenience and we will then undertake the necessary changes to the scheme.

Kind regards

Yours sincerely

Gavin McCloskey  
For Pension Practitioner .Com

c.c. Graham Williams