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Private & Confidential

Mr Peter Singleton
Singleton Engineering (UK) Limited
Blacknell Lane Trading Estate
Crewkerne
TA18 7HE

24 September 2008

Dear Peter,

SINGLETON ENGINEERING PENSION SCHEME

Please find enclosed a copy of the Trustees report for the pension scheme for your attention, together with additional copies for each of the Trustees. A draft copy of this report was previously sent to the Scheme's Financial Advisor, Graham Williams.

Annexed to the report are a number of documents, which will need signing. Please arrange for them to be signed where indicated and return these to me; you need not take any copies as I will return the originals back to you once we have completed working with them.

In addition to those documents, I attach our terms of business which sets out how we perform our services, costs and terms of engagement. A signatory of the Company will need to sign this and it will need to be returned to me. Affixed to this is the invoice for the takeover of the scheme and administration for the next 12 months.

The next stage is to complete the returns for the scheme and issue benefit statements for the members. I have been provided with the scheme accounts to commence this. I will also liaise with Mrs Singleton on the scheme returns as I understand that she had completed them in the past.

Yours sincerely

Gavin McCloskey
For Pension Practitioner .Com
c.c. Graham Williams