

Notice to make a Pension Scheme Return

For the year ended 05/04/2018

S.B.S. Business Systems Limited
34 Orchard Avenue
Cannock
WS11 1JD

Pension Schemes Services
H M Revenue and Customs
BX9 1GH

Tel 0300 123 1079
Monday to Friday 09.00 - 17.00

Fax 03000 564 568

Date of issue 06 April 2018

This notice requires you to make and deliver a Pension Scheme Return for the year ended 05/04/2018.

Pension Scheme Tax Reference

00182080RR

Pension Scheme Name

STAFFORDSHIRE BUSINESS SYSTEMS LTD EXECUTIVE PENSION SCHEME.

If audited accounts have been prepared for a period or periods ending in the year shown above, you should make the return for the period or periods covered by those accounts.

You must file the return online. Our Pension Schemes Online service provides a quick, secure and convenient way to send and receive information. If you have not already registered to use this service, visit our website at **www.hmrc.gov.uk** and select 'Pension Schemes' under 'do it online'.

Time limits

You must get the Pension Scheme Return to us by

- 31 January 2019
 - 3 months after the day this notice is given
- whichever is the latest.

If the scheme has completed winding up before 31 October 2018, you must get the Pension Scheme Return to us by

- 3 months after the day on which winding up is completed
 - 3 months after the day this notice is given
- whichever is the latest.

You risk being charged penalties if you fail to file the Pension Scheme Return within the time limit, or you make an incorrect return.