Tech Step Development Pension

Tech Step Limited

Hill House

8 Warwick Road

Southam

Warwickshire

CV47 0HN

11 September 2015

|  |
| --- |
| Dear Sirs,  **Practitioner Resignation** |

We write to advise you that we may be resigning as the Practitioner of your scheme due to the fact that the following Invoice has not yet been paid.

* Invoice 3207 - Annual renewal for pension administration services to the Trustees for the period 23 May 2015 to 22 May 2016.

We have not had any communication from you over the last few months and as we are not able to collect the Fees we may take this action.

In relation to the outstanding fees, should the attached invoice not be settled in full within 14 days of the date of this letter, we will have no choice but to take further measures and resign.

If you prefer that we do not undertake this regrettable course of action then you must contact us immediately.

With the requirements of HMRC and the maintenance of the pension scheme, for which you are liable as trustees and beneficiaries, we strongly recommend that you will need to appoint a new scheme practitioner.

Yours Sincerely,

Miriam Azizi  
Director