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Private and Confidential

Trustees of The Giorgiana SSAS
Mr P Roberts
30 St Andrews Road
Bedford
MK40 2LW

26 May 2008

Dear Mr Roberts

The Giorgiana SSAS

The renewal of your pension scheme fell due on 17th May and I enclose the following:

A pension scheme return questionnaire. Please take your time to read through this and check the boxes where indicated. This return is necessary for our tax return submissions to HMRC on your behalf. In the absence of filing these returns to HMRC your scheme cannot continue as a tax exempt pension scheme. Please return the completed form to us and we will start the returns process for you.

There are also a couple of further non tax related questions, together with a part for you to provide feedback and specific instructions to us at the time of your renewal, in addition to the option of a trustees meeting.

I attach a fact sheet for Pension Schemes Online. This is a new service designed to give you online access to your pension scheme and help you make the most of it's features. If you wish to subscribe to this service please tick the box in the attached form.

Finally, I enclose our invoice for the administration services for settlement in accordance with our terms of business. We have kept administration fees frozen for a further year and have introduced a facility for clients to settle invoices quarterly by direct debit. If you wish to use the direct debit facility plus tick yes on the fact sheet and return this form to us.

Finally, I have sent the original legal charge and submission form to Companies House, as soon as these are returned I will have them bound and returned to you. A copy of the loan repayment schedule is enclosed for your reference.

Kind regards

Yours sincerely

Gavin McCloskey
For Pension Practitioner .Com