



Telephone: **0800 634 4862** Fax: 020 8711 2522 Email: info@pensionpractitioner.com www.pensionpractitioner.com
UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

Mr Paul Roberts
The Giorgiana SSAS
Puzzle Services Limited
55 Phillpotts Avenue
Bedford
MK40 3UE

20th November 2018

Dear Paul,
Re: Pension Scheme Review for "The Giorgiana SSAS"

The 2018 pension scheme return to HMRC is now due and we do not have enough information to submit the return on behalf of you as the Trustee.

Can you please provide us with the following:

1. Bank statements for the pension scheme account (Bank of Scotland)
2. Asset valuations as at 05 April 2018
3. Loan details, i.e. loan agreements and repayments

Your annual administration invoice is outstanding and we kindly ask that you settle this as soon as possible to avoid any delays in our reporting to HMRC and the Pensions Regulator. Invoice 5429 enclosed.

If you have any questions please do not hesitate to call me.

Yours sincerely,

Stacy Lunnnon

Stacy Lunnnon
SSAS Consultant