

## ***PENSIONPRACTITIONER.COM***

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### **Private and Confidential**

Dr Majid Alimadadian  
15 Addison Crescent  
Holland Park  
London  
W14 8JR

9 December 2007

Dear Dr Alimadadian,

### **The Tile Land Executive Pension Scheme**

I have drafted the establishment documentation for your scheme and enclose this for signing by you, Mrs Alimadadian and Kul.

For ease of signing, I have marked in **green where you will need to sign** and **yellow where** Mrs Alimadadian will need to sign. I set out below a summary of the paperwork that you are both signing.

1. Definitive Trust Deed and Rules– This creates your scheme and appoints who the Trustees are. The rules set out how the scheme will operate and the benefits it will provide. It is written in a very wide ranging manner, so as to give you maximum flexibility and control over the Scheme.

I have vested the power and appointing and removing trustees in your Company, the sole signatory to the bank accounts will be you, and any other that you choose.

2. Deed of appointment of Practitioner – the attached Deed appoints us to act on your behalf under Deed, this allows us to deal with all matters on the Administrator's behalf. The Administrator is responsible for, amongst other things making annual returns to HMRC and ensuring the good governance of the scheme. We carry this out for you as part of the annual administration service. This Deed also confirms the appointment of your Company as registered Administrator.

3. Our Terms of Business – this covers items such as how we operate, the information we hold on your behalf, termination and remuneration.
4. Invitation letter – One letter is enclosed for signing. This letter invites you to join the pension scheme. It sets out the type of benefits that are to be provided and in summary how the scheme is structured.
5. Nomination of beneficiary – please ensure that the nomination is completed, signed and returned to me.
6. Letter of authority to Scottish Equitable for details of your pension scheme

Please return all the enclosed paperwork to me at the Office; you need not take any copies of the enclosures as I will be returning the originals to you once I have completed the set up of the Scheme and obtained Kul signature. Kul's position as trustee will principally be that in the event of the joint death of you and Mrs Alimadadian, to avoid a court appointed trustee, Kul under our guidance will be responsible for the distribution of death benefits in accordance with your nomination of beneficiary form.

I have arranged for the bank account opening form to be sent to you under separate cover.

I will be the person responsible for the day to day administration of the scheme and can be reached during office hours (9.00 am -5.30 pm) on the number given at the top of this letterhead. My mobile number for out of hours is 0776 9685652.

If you have any questions regarding the enclosures please do not hesitate to get in touch.

Yours sincerely

Gavin McCloskey  
**For Pension Practitioner .Com**

c.c. K. Sulh