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PRIVATE & CONFIDENTIAL

Mr G Turner
Dove House
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PE4 6RA

1 November 2009

Dear Geoff

SSAS TAKEOVER

Thank you for your time to discuss your pension requirements. As promised, I enclose the documentation for takeover administration services from KPMG

Documentation

1. Please find enclosed a takeover fact sheet. This sets out how we will takeover the administration of the scheme from KPMG.
2. To remove KPMG as trustee of the pension scheme, you are required to have signed a deed of removal. This has been drafted against the rules provided. Please have each member trustee sign this and have your signatures witnessed independently. The deed will need to be returned to me.

The effect of undertaking this signing is to remove KPMG and leave the assets vested in the remaining trustees.

3. Investment Authority – please insert the name of each investment and bank provider, then sign and return to me the enclosed authority, this will allow us to correspond directly with the current providers to ensure that KPMG are removed from any authority.
4. Terms of Business – This sets out how we operate, what you can expect of us plus the cost of our services. I confirm that the cost for the administration of a one person scheme amounts to £700 p.a. plus vat which is collected by direct debit quarterly in advance following the takeover of the scheme. Our cost for the takeover of the scheme amounts to £300 plus vat.

5. Direct Debit Mandate – This needs to be completed and returned to us with the other scheme documents. Only the administration fee is collected by direct debit and this will be collected following the completion of the takeover report to you.
6. 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. You will continue to be the registered administrator of the scheme on this occasion.

The Administrator is legally responsible for making annual returns to HMRC and ensuring the good governance of the scheme. We fulfil those responsibilities for the Trustees as part of our annual administration service. We will not be a co-owner of the assets of the scheme nor party to the trust.

Money Laundering Regulations

We are registered with HMRC as a Company Services Provider. As such we are required to know and identify those trustees with whom we undertake services for. We will therefore require a copy of your passports or picture driving licence plus a copy of a recent utility bill to verify the identities of the trustees.

We will require the set up fee to be paid in advance and when returning the documentation you will need to enclose a cheque for £350 to cover the takeover of the scheme made payable to Pension Practitioner .Com Limited. We will invoice the Company once the takeover has been completed.

Finally, if you have any queries regarding this please feel free to get in touch.

Kind regards

Yours sincerely,

Gavin McCloskey

For Pension Practitioner .Com

CHECKLIST TO BE RETURNED TO PENSION PRACTITIONER .COM

Trust Deed of Removal	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Investment Authority	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Terms of Business	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Deed of Appointment of Practitioner	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)
Direct Debit Mandate	ENCLOSED/TO FOLLOW (DELETE AS APPROPRIATE)