

Pension Practitioner.com  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

Att Brad Davis

11/07/2012

Dear Brad,  
**Ref Vortex Designs H 56153 SSAS**

Further to your email please find enclosed the signed and witnessed documents for transfer of the SSAS H56153 to yourselves for administering.

Payment of £480 for invoice 1281 has been arranged by BACS 11/07/2012

If there is anything further needed please inform me.

Yours Sincerely



Michael R Tozer

Vortex Designs Ltd

**Deed of Removal of Trustee**

**Vortex Designs SSAS**

Date of Deed:

1. **Vortex Designs Limited** (Company Number 02235779) whose registered office is at C/O Littlejohn, 2nd Floor 1 Westferry Circus, Canary Wharf, London, E14 4HD (in this Deed called the Principal Employer)
2. **Michael Richard Tozer** of 15 Falconers Field, Harpenden, AL5 3EU (in this Deed called the Continuing Managing Trustees)

#### **Recitals**

- (A) **Vortex Designs SSAS** (in this Deed called the 'Scheme') is a pension scheme which is now governed by a Definitive Trust Deed and Rules dated 27 July 2001 and all subsequent amending Deeds (in this Deed called the 'Existing Provisions')
- (B) The Outgoing Trustee is Standard Life Trustee Company Limited (Company No: 1846413) whose registered office is situated at STANDARD LIFE HOUSE, 30 LOTHIAN ROAD, EDINBURGH. EH1 2DH.
- (C) The Continuing Trustees and the Outgoing Trustee are the present Trustees of the Scheme.
- (D) The Principal Employer wishes to remove the Outgoing Trustee as an Administrator Trustee of the Scheme under clause 4.3 which vests the power of removal in the Principal Employer. As a consequence of this the Principal Employer will appoint themselves as Registered Administrator for all the purposes of Part 4 Finance Act 2004.
- (E) In this Deed (including the recitals) "Effective Date" means the date of this Deed.

#### **Operative provisions**

1. The Principal Employer in exercise of the power conferred on them by 4.3 of the Existing Provisions and all other powers them enabling hereby removes the Outgoing Trustee as Administrator Trustee of the Scheme with effect from the Effective Date.
2. As a consequence of the removal of the Outgoing Trustee as Registered Administrator of the Scheme, the Principal Employer appoints themselves with the consent of the Continuing Trustees as the Registered Administrator of the Scheme. The Principal Employer further acknowledges that they shall be the Registered Administrator for all the purposes of Part 4 of the Finance Act 2004 with effect from the Effective Date.
3. The Continuing Trustees agree to take all reasonable steps to remove from the Trusts of the Scheme and any of the assets of the Scheme held in the name of the Outgoing Trustee (jointly or alone), including the removal of the name of the Outgoing Trustee from any relevant registration at HM Land Registry.
4. In removing the Outgoing Trustee as Administrator of the Scheme, the Outgoing Trustee is hereby discharged from all duties and liabilities as Registered Administrator and Trustee with effect from the Effective Date.

Dated \_\_\_\_\_

**Vortex Designs SSAS** (the 'Scheme'): Appointment of Practitioner

Parties

**Michael Richard Tozer** of 15 Falconers Field, Harpenden, AL5 3EU ("The Trustees")

**Pension Practitioner .Com Ltd** whose registered office is at Daws House, 33-35 Daws Lane, London, NW7 4SD ("the Pension Practitioner")

Introduction

- (A) The General Trustees are the present trustees of the Scheme (the 'Trustees').
- (B) The Trustees are desirous to appoint a Practitioner to fulfill the administration functions imposed on the Scheme Administrator under Part 4 Finance Act 2004.

Operative Provisions

- 1 The General Trustees appoint the Pension Practitioner as their agent and to act as practitioner on their behalf, in connection with any matters within the responsibility of HMRC and to view information held on the HMRC Pension Scheme Service in relation to the Scheme, and to do any other thing whatsoever in connection with or incidental to:  
  
the discharge of all duties relating to the Scheme which are imposed on the scheme administrator and/or the maintenance of the registered status of the Scheme under Part 4 of the Finance Act 2004 from the date of this deed.
- 4 The provisions of this appointment have effect on and from its date.

SIGNED as a deed, and delivered when  
dated, by **Pension Practitioner .Com**  
**Limited** acting by

Authorised Signatory: Signature:  
Name: Brad Davis

Authorised Signatory: Signature:  
Name: Miri Azizi



- We do not arrange the appointment of a custodian on behalf of the trustees.
- We do not give investment advice or solicit investment products

Such activities are undertaken by the trustees for themselves or through the appointed advisor. We do not receive any payments for investments and policies that you arrange.

**We do undertake all of the following:**

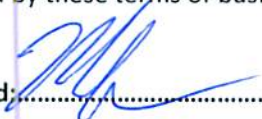
- maintaining records;
- liaising with tax authorities;
- arranging actuarial advice;
- paying over contributions to a product provider or fund manager for investment in line with pre-agreed instructions; and
- paying out benefits under the instruction of the trustees  
HMRC and all other Regulatory reporting
- Give information regarding changes in HMRC and Regulatory practice
- Give information we consider from time to time appropriate to the trustees concerning the governance of the pension scheme.
- Provide through our appointed solicitors legal services to the trustees

We do not hold nor are we a signatory to the assets of the pension scheme. We will hold authority for any investments undertaken in order that we may meet our reporting requirements to HMRC.

**Fit and Proper Persons**

We are registered with HM Revenue and Customs as a Company Service Provider in order that we can meet their requirements of us. We have satisfied their fit and proper persons test and a company of our certificate is available on request. We will share information with HMRC and their agencies to prevent fraud or in connection with the prevention of money laundering.

By signing this agreement you confirm that you have read the terms of business and agree to be bound by these terms of business.

Signed:  .....

Name: M R TOZER .....

Signed: .....

Name: .....

Signed: .....

Name: .....



Pension Practitioner .Com Limited  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

## Vortex Design SSAS

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40	04	09
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HSBC Bank

16 King St Covent Garden

## London

Postcode

WC2E8JF

[illegible]

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Date



**DIRECT**  
**Debit**

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change PSL re Pension Practitioner.com will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by PSL re Pension Practitioner.com or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

AUTHORITY INSTRUCTION

From:

The Trustees of Vortex Designs SSAS

15 Falconers Field Harpenden, AL5 3NL

Trustee Bank  
Account

Name of  
Bank:

**HSBC**

Address:

**16 King Street  
Covent Garden  
London  
WC2E 8F**

Account  
Number:

Sort Code:

Trustee Bank  
Account

Name of  
Bank:

Address:

Account  
Number:

Sort Code:

**01494805**

**40-04-09**

Please initial :





Investment  
Account

Account  
Manager:

Standard Life HS6153

Address:

Policy  
Number:

Investment  
Account

Account  
Manager:

Address:

Policy  
Number:

Authority is given to :


Pension Practitioner .Com Limited  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

To be provided with information relating to the bank accounts and investments stated on this authority held by the Trustees as may be reasonably requested from time to time.

MICHAEL RICHARD TOZER

Trustee Signature:

Date:

 12/7/2012



SIGNED as a Deed, and delivered when dated,  
by ..... (signature)

Michael Richard Tozer in the presence of:

Witness

Signature :



Name : CATHERINE ANNE WHITE

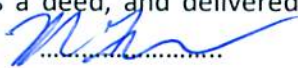
Address : 20 THE PUTTERILLS  
HARPENDEN  
AL5 4DZ


IN WITNESS OF WHICH this document is executed as a Deed and is delivered on the date stated above.

SIGNED as a deed, and delivered when dated,  
by **Vortex Designs Limited**  
acting by

Director      Signature:   
Name:

Witness      Signature:  
Name:  
Address:

SIGNED as a deed, and delivered when dated,  
by  (signature)  
**Michael Richard Tozer** acting by

Witness      Signature:   
Name : CATHERINE ANNE WHITE  
Address : 20 THE PUTTERILLS  
HARPENDEN  
AL5 4DZ,