

Mr B Davis
Pension Practitioner.com
Daws House
33-35 Daws Lane
LONDON
NW7 4SD

6 August 2012

Our Ref: 22/7020/SSASSTL1/TLL/APB – Please quote this reference in any reply
Direct Dial: 08445 440 615

Dear Mr Davis

**Vortex Designs SSAS
H56153**

Thank you for your letter 20 July 2012 which has had been forwarded to me from Standard Life head office.

Thank you for forwarding a copy of the Deed appointing Pension Practitioner.com as Administrator to the Scheme, however, I note that the Deed does not remove Standard Life Trustee Company Limited as a Trustee of the Vortex Designs SSAS and I look forward to receiving a revised Deed in this respect. Please be advised that we will require the revised Deed within the next 14 days or alternatively the next annual Administration fee which was due to be raised at the end of July 2012 will be invoiced. As per the Services Agreement, Standard Life will raise a charge annually in advance for the period to cover 1 August 2012 to 30 July 2013. Once raised, Standard Life will not waive or pro rata these fees. It is therefore important that the new Scheme Administrator is formally appointed and Standard Life Trustee Company Limited removed within the next 14 days to avoid the invoice being raised.

We will require the existing assets to be re-registered by the new Administrator and I look forward to receiving your confirmation once they have been re-registered.

Please could you also confirm your Administrator ID and confirm that you will be responsible for completing the outstanding Scheme Return as at 5 April 2012.

I look forward to hearing from you as soon as possible. Should you have any queries please do not hesitate to contact me on 08445 440 615.

Yours sincerely



**Tina Lovett (Miss)
SSAS Administration Department**

Copy: Mr M Tozer - Managing Trustees