William Voegt

Liongate Wealth

Heron Tower

110 Bishopsgate

London

EC2N 4AY

2nd February 2018

**Re: Application Pack for a new Small Self -Administered Scheme**

**ZICO OTS Ltd**

Dear William,

Thank you returning the application pack to me for processing.

Unfortunately some of the documents were not completed correctly and in order to register the scheme online, we do need them to be fully completed.

* The member information forms need to have the questions answered for both members.
* The Trust Deed is missing a signature from Mr Ian Gough-Williams and all three of the signatures need to be witnessed by an unconnected third party witness.

I look forward to receiving the completed documents back but if you have any questions, please don't hesitate to call me on 0844 410 0037. Our offices are open from 9am to 5pm on Monday to Friday.

Yours sincerely,

**Emma Dane**

**Senior Pensions Administrator**