

Robert Graham & Co.

Consulting Actuaries

First Floor 15 Oxford Court Manchester M2 3WQ
Tel: 0161 832 4433 Fax: 0161 832 4455 Email: mail@robert-graham.co.uk

Pension Practitioner
Office 12
Venture Wales Building
Pentrebach
Merthyr Tydfil
CF48 4DR

Our ref. RG/
Your ref.

21st October 2021

Dear Sirs

Re: The BAS SSAS

As is clear from the enclosed letter of instruction addressed to you dated 15th October 2021, we have been invited to act for the above scheme.

Please advise if there are any professional reasons why this invitation should not be accepted or if there are any particular considerations which should be borne in mind before proceeding.

Assuming that you have no problems with the above, we would be grateful if you would forward such items on your files which would assist in the ongoing running of the scheme.

In particular, please supply copies of:

1. Any deeds, sets of rules, resolutions or other amendments relating to the SSAS.

If you hold original documents on file, please send these to us. If you do not hold the original documents, please send us copies of all relevant documents.

2. All correspondence with HMRC in past three years, including the PSRs to 5th April 2019 (we understand that there was no PSR for the year to 5th April 2020). Has the PSR to 5th April 2021 been prepared and submitted yet? If it has not, we intend to prepare and submit the return to 5th April 2021.
3. Current HMRC reference numbers (including for SA970 and VAT if appropriate) and PSTR.
4. A schedule of current SSAS assets, ideally with latest available valuations (and copies of any valuation reports where applicable).
5. Copies of any annual pension scheme accounts to 5th April that you hold on file.

6. Do the members have any form of protection for either the fund value or lump sum? If you are aware of this, please provide details.
7. Details for the current Scheme Administrator for the HMRC on-line system. If you have details of the client's Scheme Administrator log-on details, please provide these to us.
8. Pensions Regulator Levy details, including registration number, and any recent on-line or written Return to TPR.
9. Any other items of importance to the smooth running of the scheme.

Please provide the above information to us via email to mail@robert-graham.co.uk.

We intend to take over as professional trustee and Scheme Administrator for the pension scheme (and once this process is complete, we will liaise with you to arrange your removal as Practitioner to the pension scheme).

We trust this is satisfactory and look forward to hearing from you.

Yours faithfully



ROBERT GRAHAM & CO

**Trustees of the BAS Pension Scheme
C/O Building Accessories, Supplies
Ironworks Road
Barrow In Furness
Cumbria
LA14 2PG**

Pension Practitioner
Office 12
Venture Wales Building
Pentrebach
Merthyr Tydfil
CF48 4DR

Dear Sirs

Re: BAS Pension Scheme

We wish to appoint Robert Graham Trustees Limited, First Floor, 15 Oxford Court, Manchester, M2 3WQ as Professional Trustee to the above scheme.

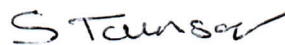
Please take this letter as our authority for you to liaise directly with Robert Graham Trustees Limited (and Robert Graham & Co on their behalf) and provide them with any information that they request relating to the Scheme and its associated assets, together with documentation, in order to effect the Trustee appointment.

We trust this letter is sufficient for your requirements.

Yours faithfully



ALAN TOWNSON



SUSAN TOWNSON

Date: 15th October 2021