# **PENSIONPRACTITIONER.COM**

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**Private and Confidential**

Mark Heys  
Throgmorton Asset Management

Herne House  
10A St Johns Street   
Bridgnorth  
Shropshire   
WV15 6AG

1 April 2008

Dear Mark,

**Self Administered Scheme**

Please find enclosed the draft documentation to establish a self administered scheme for your client.

For ease of signing, I have marked where Carol will need to sign. I set out below a summary of the paperwork that she will be signing.

1. Trust Deed and Rules – this is the legal deed in which the Company creates the scheme and appoints members as Trustees to hold the assets of the scheme for Carol’s benefit as a scheme member. There is nothing in the deed which should give cause for concern as Carol controls the scheme as a member Trustee.
2. Member announcement – As stated, Carol is invited to join the scheme and must state what benefits, if the scheme intends to provide. It is written in a format that places no legal requirement for the Company to contribute any specified amount.
3. Deed of appointment of Practitioner – the attached Deed appoints us to deal with all matters on the Administrator’s behalf. 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 and Administrator as part of our annual administration service.

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UK Registered Company Number: 6028668

VAT Registration Number: 894312018

HMRC Pension Practitioner Registration Number: 00005886

Costs – I confirm that the set up cost for a one person scheme amounts to £750.00 plus VAT for one member. The administration of the scheme for one year is on fixed fee terms and this amounts to £700.00 p.a. plus VAT; this is charged once it has been established, registered with the Pension Regulator and has received it’s tax registered status by HMRC.

The annual administration fee covers everything necessary for the administration of the scheme; it also includes advice and full scheme administration. I confirm that we are not signatories to any investments or bank accounts, nor do/will we we give investment or associated investment advice.

We will invoice for the administration of the scheme annually in advance, at the end of the scheme year your client and you will be invited to renew our annual administration services. I confirm that we pay 25% of the first year’s total annual fee as an introducer fee to you, in addition to 25% of any special projects for the lifetime of the scheme your client instructs us to undertake.

With regard to the purchase of agricultural land by the scheme, I confirm that where you instruct us to undertake this transaction in full for your client as a special project the cost will be a one off fee of £1000 plus VAT. This is a fully comprehensive service, backed by professional indemnity insurance. We will ensure that the transaction meets all Regulator and HMRC requirements and that the transaction does not give rise to any taxable investment charge.

Please return all the enclosed paperwork to me at the office; you need not take any copies of the enclosures as I will be returning the originals to you once I have completed the set up of the scheme.

If you have any questions regarding the enclosures please do not hesitate to get in touch.

Kind regards

Yours sincerely

Brad Davis

**For Pension Practitioner .Com**