



**HM Revenue
& Customs**

Pension Schemes Online Scheme Administrator activation token

050002:00000002:001

Mr Stuart Alan Travis
46 Salisbury Road
Redland
Bristol
BS6 7AT

Online Services Helpdesk

Phone 0845 60 55 999
Monday to Sunday 08 00 - 20 00

Minicom 0845 366 7805

Fax 0845 366 7828

Email helpdesk@ir-efile.gov.uk

Date of issue 05 December 2008

Pension Schemes Online - activation token

We have been told that you are a Scheme Administrator. Approved pension schemes are deemed to be registered pension schemes and Scheme Administrators are required by law to file reports and returns online with HM Revenue & Customs. To assist you we have pre-registered you for Pension Schemes Online.

Go to www.hmrc.gov.uk and select 'Pension Schemes' under 'do it online' to register and activate the service. You will need:

- your Scheme Administrator identification number which was sent separately,
- and
- your activation token.

Your activation token is PP190683671

Further information is available at www.hmrc.gov.uk Select 'Pension Schemes' under 'businesses & corporations' and then select 'Use Pension Schemes Online'.

If you are not a Scheme Administrator then contact:

Pension Schemes Services

Phone 0115 974 1600
Monday to Friday 09 00 - 17 00

Fax 0115 974 1480



**HM Revenue
& Customs**

Pension Schemes Online Scheme Administrator ID

050001:00000026:001

Mr Stuart Alan Travis
46 Salisbury Road
Redland
Bristol
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Monday to Sunday 08 00 - 20 00

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Date of issue 05 December 2008

Scheme Administrator identification number (Scheme Administrator ID)

You have been pre-registered as a Scheme Administrator for Pension Schemes Online.

Go to www.hmrc.gov.uk and select 'Pension Schemes' under 'do it online' to register and activate the service.

You will need.

- your activation token which has been sent separately,
and
- your Scheme Administrator ID.

Your Scheme Administrator ID is A0086923

You will need your Scheme Administrator ID.

- to register for Pension Schemes Online. Once registered, you will not need it again to access Pension Schemes Online. However, if you want to be recorded as the Scheme Administrator of a particular pension scheme and we already have a Scheme Administrator recorded against that scheme, you will need to give that Scheme Administrator your ID so they can associate you to the scheme. Once they have done so, you should log on to Pension Schemes Online and select 'add yourself as Scheme Administrator' under 'Select an action'
- if you have a practitioner and they will be filing information on your behalf. You will need to provide them with your Scheme Administrator ID to ensure the submission is attached to the correct record.

Further information is available at www.hmrc.gov.uk Select 'Pension Schemes' under 'businesses & corporations' and then select 'Use Pension Schemes Online'.

If you are not a Scheme Administrator then contact:

Pension Schemes Services

Phone 0115 974 1600
Monday to Friday 09.00 - 17 00

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**HM Revenue
& Customs**

***Pension Scheme
Tax Reference (PSTR)***

050008;00000010:001

Mr Stuart Alan Travis
46 Salisbury Road
Redland
Bristol
BS6 7AT

Pension Schemes Services
Yorke House
Castle Meadow Road
Nottingham
NG2 1BG

Tel 0115 974 1600
Monday to Friday 09.00 - 17.00

Fax 0115 974 1480

Date of issue 05/December/2008

Pension Scheme Tax Reference (PSTR)

The Pension Scheme Tax Reference (PSTR) for ALEXANDER CHAPEL ASSOCIATES LTD SMALL SELF
ADMINISTERED SCHEME

is 00435115RS. You should use this when you want to view the scheme details online and in all
future communications with HM Revenue & Customs.