



W D HALL (FINANCIAL SERVICES) LTD
INDEPENDENT FINANCIAL ADVISERS

16 November 2011

FAO Gavin McCloskey
Pension Practitioner
Daws House
33-35 Daws Lane
London
NW7 4SD

Dear Gavin

Atlas Air Conditioning SSAS – Scheme Tax Return 2010 / 11

I refer to the above and my recent letter dated 15th November, providing bank statements and details of the SSAS investment. Please now find enclosed the following;

- Pension Scheme Return & Event Questionnaire
- Bank Authority Instruction Form
- HMRC Pension Scheme Return Reminder

Sorry that these were not sent with my previous correspondence. I trust this is in order, and the scheme return can now be completed.

Yours sincerely

Grant Hutton
Paraplaner

17 Elmbank Street
Glasgow G2 4PB

Telephone: 0141 221 7422 Fax: 0141 221 7433

Appointed Representatives of Stewart
Hastie Asset Management Ltd who are authorised and regulated by the Financial Services Authority.
Registered Office: Pavilion 2, 3 Dava Street, Moorpark Court, Broomloan Road, Glasgow, G51 2BS

Registered in Scotland: SC213240

Directors: David Hastie Frank Carey Vincent Burgoyne



Pension Scheme Return & Event Questionnaire

Information required for the pension scheme return

The scheme administrator is required to complete a pension scheme return for the tax year. We undertake this as part of our pension scheme service to the trustees. The return is over 11 pages long. In addition, there may be an event report due, presently there are over 16 different event reports that may arise.

We have condensed the information needed into a short questionnaire. Please check the appropriate box and return this form to us. If there are any parts of this form that you are unsure of please contact your scheme consultant.

Commencing on 6th April 2010 and ending on 5th April 2011

	Yes	No
1. Did the scheme have any interest in tangible moveable property		✓
2. Did the scheme own or dispose of any shares in the sponsoring employer		✓
3. Did the scheme acquire or own shares in an unquoted company, this excludes the sponsoring employer		✓
4. Did the scheme acquire any assets from a connected party** directly or indirectly		✓
5. Did any member take funds from the scheme - other than as pension income		✓
6. Do you require a trustee meeting. If yes, this will be arranged on receipt of the completed questionnaire		✓

Notes:

*Tangible moveable property includes: Assets that you can touch and move, such as fine wines, machinery, works of art, assets that have a lifespan of less than 51 years e.g. patents.

**A connected party includes: A relative, a partner, co-director, or co trustee.

A connected party may also include a company that does not participate in the scheme but may be connected to you through the associations given above.

In order that we may prepare your benefit statement, we will require the total remuneration, inclusive of dividend income for each scheme member. Please give the name and remuneration below for income in respect of the tax year ending 5th April 2011.

STUART JAMES HEAD £ 50,000

GRAHAM JOHN BELL £ 50,000

Fund Split in respect of each member:

Name of member:	% of fund
1. STUART JAMES HEAD	50
2. GRAHAM JOHN BELL	50
3
4

Additional Questions:

In relation to compulsory pension schemes for 05/04/2012-

- Do you have two or more salaried employees (excluding directors) at your company? ☒ Yes / No
- If yes, do you presently provide a pension scheme for them? Yes / ☒ No

If you hold commercial property in the pension scheme do you retain current:

- 1. Building insurance? ☒ Yes / No
- 2. Landlord's liability insurance? ☒ Yes / No

Scheme Name (please insert this here):

Signed: 

Date: 15/11/11

Please return this form to Pension Practitioner .Com Limited at:
Daws House
33-35 Daws Lane
London
NW74SD

You can also email this form with other paperwork we may have requested you to provide in the cover letter to: admin@pensionpractitioner.com

Bank Authority Instruction Form
Atlas Air Conditioning Ltd SSAS ("the Scheme")

Pavilion 2
3 Dava Street
Glasgow
G51 2JA

Please insert name of your bank here:

ROYAL BANK OF SCOTLAND

Sort Code:

83 21 08

Account Number

00131376

As Trustees of the Scheme, we hereby consent to the provision of information to Pension Practitioner.com Limited of Daws House, 33-35 Daws Lane, London, NW7 4SD, such information is necessary, including copy bank statements, in order that they may meet their obligations and requirements under Money Laundering Regulations 2007 as an HM Revenue & Customs Company Service Provider and as a Scheme Practitioner.

Signed: 

Grahame John Bell

Date: 15/11/2011

Signed: 

Stuart James Head

Date: 15/11/2011



310000:00006519:001

Mr Stuart James Head
The Barn
Clevans Road
Bridge of Weir
PA11 3HW

Pension Schemes Services

Yorke House
Castle Meadow Road
Nottingham
NG2 1BG

Tel 0845 600 2622
Monday to Friday 09:00 - 17:00

Fax 0115 974 1480

Date of issue 31 October 2011

You are reminded that a notice to make and deliver a Pension Scheme Return for the year ended 05/04/2011 was issued on 06/04/2011.

Pension Scheme Tax Reference
00373885RZ

Pension Scheme Name
ATLAS AIR CONDITIONING LTD SMALL SELF ADMINISTERED
SCHEME.

If you have filed a return in the last few days, please ignore this reminder.

If audited accounts have been prepared for a period or periods ending in the year shown above, you should make the return for the period or periods covered by those accounts.

You must file the return online. Our Pension Schemes Online service provides a quick, secure and convenient way to send and receive information. If you have not already registered to use this service, visit our website at www.hmrc.gov.uk and select 'Pension Schemes' under 'do it online'.

Time limits

You must get the Pension Scheme Return to me by:

- 31 January 2012
- 3 months after the day the notice is given

whichever is the latest.

If the scheme has completed winding up before 31 October 2011, you must get the Pension Scheme Return to me by:

- 3 months after the day on which winding up is completed
- 3 months after the day the notice is given

whichever is the latest.

You risk being charged penalties if you fail to file the Pension Scheme Return within the time limit, or you make an incorrect return.