Mr P Hampson

20 Dartmouth Road

Hayes

Bromley

BR2 7NE

14 May 2018

Dear Mr Hampson,

**Bromley and Orpington Retirement Benefits Scheme**

We are writing to you about your Sponsoring Employer Loan which was taken out against the above SSAS pension scheme.

The Pension Scheme Return for the Tax year 2017 – 2018 is now due to HMRC and we are currently in the process of collecting all the relevant information for submission. We have noticed that the repayment for the loan of £12,000 which was due on 15 March has not been paid, which we understand may be an oversight.

Any non-payment of the loan will require us to report this to HMRC as an unauthorised payment, which could result in tax charges being levied against the scheme. We will be submitting your scheme return in 4 weeks’ time and provided that the payment is made in this period, we will not report the missing payment to HMRC.

I trust this to be in order, however should you require any further information or have any questions, please do not hesitate to call 0844 410 0037 where a member of the SSAS team will be happy to help.

Yours sincerely,

***Paul Bennett***

***Senior Pension Administrator***