



HM Revenue & Customs

J3183900443MAA0000003064001003344000

Registered Scheme Administrator Ltd
Vancouver House
111 Hagley Road
Edgbaston
BIRMINGHAM
B16 8LB



WMBC
HM Revenue and Customs
BX9 1LH

Phone 03000 564121

Web www.gov.uk

Date 9 March 2018
Our Ref PSTR 00812752RQ
Case Ref CFS-1386072

RECEIVED
15 MAR 2018

Dear Sir or Madam

DJP Bury Ltd SSAS

Thank you for the Pension Scheme Return for the year ended 5 April 2017.

I am writing to tell you that I intend to enquire into this return. Each year we enquire into some Pension Scheme Returns to check they are correct, or because we need further information to understand the figures. I will let you know if I find something wrong.

I am sending a copy of this letter to your practitioner, The Practitioners Partnership LP.

I attach a copy of the letter I am sending to your practitioner, requesting information about your return. I will be dealing with your practitioner to obtain the information. You should talk to them about my letters.

You can ring me on the number at the top of this letter if you want to discuss anything about my enquiry.

If you would like to correspond via email please read the enclosed information which explains how to give informed consent prior to exchanging emails.

Information is available in large print, audio and Braille formats.
Text Relay service prefix number – 18001



FF

Director: Mary Aiston

M3283902CH0

D3283903SEP

Page 1 of 6 / 0003064 / 0010183

Whichever method you choose to contact us about this check, you need to quote the case reference CFS-1386072 and any other references shown above. If you write you need to use the address shown above. If you send documents you must tell us if you want them returned as we may securely destroy them after 50 days.

Yours faithfully

R J Smith
Compliance

Join the millions of taxpayers already using their Personal Tax Account to access a range of HMRC services. It takes just a few minutes to get started, go to www.gov.uk/personal-tax-account

To find out what you can expect from us and what we expect from you go to www.gov.uk/hmrc/your-charter and have a look at 'Your Charter'.



HM Revenue & Customs

WMBC

HM Revenue and Customs
BX9 1LH

The Practitioners Partnership LP
Regus World Trade Centre
6 Bayside Road
1st Floor
Unit 102
GX11 1AA
GIBRALTAR

Phone 03000 564121

Web www.gov.uk

Date 9 March 2018
Our Ref PSTR 00812752RQ
Case Ref CFS-1386072

DEPT
1 MAR 20

Dear Sir or Madam

DJP Bury Ltd SSAS

Please note that I have today issued to your client an enquiry notice which advises of my intention to make enquiries into the Pension Scheme Return for the year ended 5 April 2017.

A copy of the notice is attached.

Please let me have the following information and documents by **17 April 2018**:

1. The deed or other document by which the scheme was established.
2. The scheme rules.
3. The deed or other document by which the administrator was appointed.
4. A list of all scheme members and their National Insurance Number.
5. A list of scheme assets as at 6 April 2016.
6. A list of scheme assets as at 5 April 2017.
7. Regarding the investments held in shares, a copy of the share certificates.
8. The bank statements for all scheme bank accounts for the period 6 April 2016 to 5 April 2017.

I look forward to hearing from you. You can ring me on the number at the top of this letter if you want to discuss anything about my enquiry.

If you would like to correspond via email please read the enclosed information which explains how to give informed consent prior to exchanging emails.

Information is available in large print, audio and Braille formats.
Text Relay service prefix number – 18001



Whichever method you choose to contact us about this check, you need to quote the case reference CFS-1386072 and any other references shown above. If you write you need to use the address shown above. If you send documents you must tell us if you want them returned as we may securely destroy them after 50 days.

Yours faithfully

R J Smith
Compliance

Join the millions of taxpayers already using their Personal Tax Account to access a range of HMRC services. It takes just a few minutes to get started, go to www.gov.uk/personal-tax-account

To find out what you can expect from us and what we expect from you go to www.gov.uk/hmrc/your-charter and have a look at 'Your Charter'.

Corresponding with HMRC by email

HMRC takes the security of personal information very seriously.

About the risks

The main risks associated with using email that concern HMRC are:

- confidentiality/privacy - there is a risk that emails sent over the internet may be intercepted
- confirming your identity - it is crucial that we only communicate with established contacts at their correct email addresses
- there is no guarantee that an email received over an insecure network, like the internet, has not been altered during transit
- attachments could contain a virus or malicious code

How we can reduce the risks

We will desensitise information, for example by only quoting part of any unique reference numbers. We can also use encryption. We are happy to discuss how you may do the same but still provide the information we need.

If you don't want to use email

You may prefer that we don't respond to your enquiry by email, for example because other people have access to your email account. If so, we are happy to respond by an alternative method. We will agree this with you either by telephone, fax or in writing via post.

If you do want to use email

If you would like me to respond to your query by email, we will need you to confirm in writing by post, email or fax:

- that you understand and accept the risks of using email
- that you are content for financial information to be sent by email
- that attachments can be used

Contacting you direct

If you would like us to contact you direct, we will need you to confirm:

- the names and email addresses of staff within your organisation with whom we may correspond by email
- that you have ensured that your spam filters are not set to reject and/or automatically delete HMRC emails

Contacting your agent

If you would like us to contact authorised representatives of your organisation's agents, we will need you to confirm their names and email addresses.

How we use your agreement

Your confirmation will be held on file and will apply to future email correspondence. We will review the agreement at regular intervals to ensure there are no changes.

If we receive email from someone we don't recognise

If we receive email contact from someone we don't recognise from the information you gave us, we will verify the position with you before responding.

Opting out

You may opt out of using email at any time by letting us know.

More information

For more information on HMRC's privacy policy, visit <http://www.hmrc.gov.uk/about/privacy.htm>

