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UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

GordonThomas
52 Heathfield Road
Penenden Heath
Maidstone
Kent
ME14 2AA

Date: 21st August 2018

Dear Gordon,

Re: Gordon Thomas Pension Scheme

We have started the tax reporting for your pension scheme and have also reviewed the scheme's registration details and the current pension scheme rules.

Occasionally, legislation is introduced which requires us to prepare certain legal documents to update your pension scheme rules. We only implement this when absolutely necessary.

According to companies house, the company you used to set up your SSAS is a dormant company. Following legislation which came into effect from 5 April, we need to formally record and update the scheme rules regarding the status of the company used to establish the pension scheme.

It is very important that we implement this rule update to ensure that you do not face a tax charge. There is a legal documentation fee of £250 for implementation (invoice attached), and we will cover the administration process at our end within your current annual administration service.

Attached is the pension scheme rule deed of amendment and a trustee resolution and I would be grateful if you could sign, date and return this to us. A scanned copy would be sufficient for us to complete the formalities at our end to ensure you are kept tax compliant.

Yours sincerely,

Stacy Lunnon