

PEARSONJONES

**JOHN A DOBBINS LIMITED
SELF ADMINISTERED PENSION SCHEME**

**TRUSTEES' ANNUAL REPORT
& FINANCIAL STATEMENTS**

YEAR ENDED 30 SEPTEMBER 2012

Pearson Jones plc
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West Park Ring Road
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JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME
TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS
YEAR ENDED 30 SEPTEMBER 2012

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JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME

TRUSTEES AND PROFESSIONAL ADVISERS

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YEAR ENDED 30 SEPTEMBER 2012

Principal Company

John A Dobbins Limited

Trustees

John Anthony Dobbins

Valerie Lynn Dobbins

Pearson Jones & Company (Trustees) Limited

Administrator

Pearson Jones plc

Pension Consultants

Pearson Jones plc

Leeds

Bankers

Bank of Scotland

PO Box 1000

BX2 1LB

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TRUSTEES REPORT

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YEAR ENDED 30 SEPTEMBER 2012

Trustees Responsibilities

Pension scheme legislation requires the Trustees to prepare accounts for each scheme year which show a true and fair view of the financial transactions of the scheme during the year and of the amount and disposition, at the end of the scheme year, of the scheme assets and liabilities. Liabilities do not include pensions and benefits to be paid after the end of the scheme year. The Trustees have assumed responsibility for the preparation of these accounts.

In supervising the preparation of these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the accounts have been prepared in accordance with sections 41(1) and 41(6) of the Pensions Act 1995, subject to any material departures disclosed in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the scheme will continue in operation.

The Trustees are required to act in accordance with the trust deed and rules for the scheme within the framework of pension and trust law. They are responsible for ensuring that adequate accounting records are kept and for taking such steps as reasonably open to them to safeguard the assets of the scheme and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees

The Trustees of the scheme throughout the year were:

John Anthony Dobbins
Valerie Lynn Dobbins
Pearson Jones & Company (Trustees) Limited

Under the terms of the trust deed, the Trustees have power to appoint new or additional Trustees or to remove any Trustee of the scheme from office.

The number of Trustees shall not be less than two and not more than thirteen.

Pension Consultants

The scheme's pension consultant and administrator is Pearson Jones plc. Pearson Jones & Co (Trustees) Limited act as Professional Trustees of the scheme and are remunerated for this on a fee basis paid by the Fund.

Financial Development of the Scheme

The Financial Statement has been prepared and audited in accordance with regulations made under section 41(1) and 41(6) of the Pensions Act 1995.

JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME

TRUSTEES REPORT (CONTINUED)

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YEAR ENDED 30 SEPTEMBER 2012

Membership

At the year end, there was 1 member of the scheme. Membership of the scheme is at the discretion of the Principal Company.

Investment Policy and Investment Report

The Trustees decide the overall investment strategy for the Scheme on a unanimous basis. The Trustees have reviewed the investment performance for the year to 30 September 2012 and are satisfied that the performance goes some way to meeting the long term objectives of the Scheme.

A Statement of Investment Principles has been prepared by the Trustees which incorporates the investment strategy.

Approved by the Trustees on

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JOHN A DOBBINS LIMITED SELF ADMINISTERED PENSION SCHEME**FUND ACCOUNT****Page 4****YEAR ENDED 30 SEPTEMBER 2012**

CONTRIBUTIONS AND BENEFITS	Note	2012 £	2011 £
Benefits payable	3	30,000	30,000
Administrative expenses	4	-	9,360
		<u>30,000</u>	<u>39,360</u>
 Net (withdrawals) from dealings with members		 <u>(30,000)</u>	 <u>(39,360)</u>
 RETURNS ON INVESTMENTS			
Investment income	5	28,500	28,287
Change in market value of investments	6	21,903	(7,518)
Investment management expenses	7	(1,385)	(1,359)
		<u>49,018</u>	<u>19,410</u>
 Net returns on investment		 <u>49,018</u>	 <u>19,410</u>
 Net increase/(decrease) in the fund for the year		 19,018	 (19,950)
 NET ASSETS OF THE SCHEME			
At 01 October 2011		<u>465,217</u>	<u>485,167</u>
At 30 September 2012		<u>484,235</u>	<u>465,217</u>

JOHN A DOBBINS LIMITED PENSION SCHEME

NET ASSETS STATEMENT

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YEAR ENDED 30 SEPTEMBER 2012

	Note	2012 £	2011 £
INVESTMENT ASSETS	7		
Fixed interest securities		11,971	11,746
Equities		103,465	90,957
Pooled investment vehicles		174,259	152,942
Property		175,000	185,000
		<u>464,695</u>	<u>440,645</u>
CURRENT ASSETS	8		
Cash at bank		21,433	13,091
Sundry debtors		-	12,500
		<u>21,433</u>	<u>25,591</u>
CURRENT LIABILITIES			
Sundry creditors		1,893	1,019
		<u>1,893</u>	<u>(1,019)</u>
		(1,893)	(1,019)
NET ASSETS OF THE SCHEME AT 30 SEPTEMBER 2012		<u><u>484,235</u></u>	<u><u>465,217</u></u>

Approved by the Trustees on

.....

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JOHN A DOBBINS LIMITED PENSION SCHEME

NOTES TO THE FINANCIAL STATEMENTS

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YEAR ENDED 30 SEPTEMBER 2012

1 BASIS OF ACCOUNTING

The financial statements have been drawn up in accordance with UK Generally Accepted Accounting Practice and with the guidelines set out in the Statement of Recommended Practice, Financial Reports of Pension Schemes (revised May 2007).

The financial statements summarise the transactions of the scheme and deal with the net assets at the disposal of the Trustees. They do not take account of obligations to pay pensions benefits which fall due after 30 September 2012.

2 ACCOUNTING POLICIES

Contributions

Contributions are credited to income as they become receivable.

Investment income

With the exception of dividend income all income is included in the financial statements on an accruals basis.

3 BENEFITS

	2012	2011
	£	£
Pensions	30,000	30,000

4 ADMINISTRATIVE EXPENSES

	2012	2011
	£	£
Property expenses	-	9,000
Legal and other professional fees	-	360
	-	9,360

All other costs of administration are borne by John A Dobbins Limited

JOHN A DOBBINS LIMITED PENSION SCHEME

NOTES TO THE FINANCIAL STATEMENTS

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YEAR ENDED 30 SEPTEMBER 2012

5 INVESTMENT INCOME	2012	2011
	£	£
Interest on cash deposits	15	23
Income from fixed interest securities	475	475
Dividends and income from equities	3,010	2,789
Net rents from properties	25,000	25,000
	<u>28,500</u>	<u>28,287</u>
6 INVESTMENTS	2012	2011
	£	£
The movements in investments during the year were:		
Market value at 1 October 2011	440,645	447,554
Purchases at cost	11,241	57,420
Disposals	(9,094)	(56,811)
Change in market value of investments	21,903	(7,518)
Market value at 30 September 2012	<u>464,695</u>	<u>440,645</u>
Allocated to members	<u>464,695</u>	<u>440,645</u>
Fixed interest securities:		
UK quoted	<u>11,971</u>	<u>11,746</u>
Equities:		
UK quoted	73,740	67,095
Overseas quoted	29,725	23,862
	<u>103,465</u>	<u>90,957</u>
Pooled investment vehicles:		
Held with Cofunds Ltd	<u>174,259</u>	<u>152,942</u>
Property:		
East Ardsley	<u>175,000</u>	<u>185,000</u>

JOHN A DOBBINS LIMITED PENSION SCHEME

NOTES TO THE FINANCIAL STATEMENTS

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YEAR ENDED 30 SEPTEMBER 2012

7 INVESTMENT MANAGEMENT EXPENSES	2012	2011
	£	£
Administration, management and custody	1,385	1,359
	<u> </u>	<u> </u>
8 CURRENT ASSETS	2012	2011
	£	£
Cash at bank:		
Bank of Scotland	16,339	7,646
Investec	5,094	5,445
Property rent	-	12,500
	<u> </u>	<u> </u>
	<u>21,433</u>	<u>25,591</u>
	<u> </u>	<u> </u>
9 CURRENT LIABILITIES	2012	2011
	£	£
HMRC Paye	1,893	1,019
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>
10 RELATED PARTY TRANSACTIONS		

Pearson Jones & Co (Trustees) Limited and Pearson Jones plc are respectively Professional Trustees and Administrators of the Scheme and receive remuneration for these services on a fee basis.

The fund is held for the sole benefit of its member.

JOHN A DOBBINS LIMITED PENSION SCHEME

COMPLIANCE STATEMENT

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Constitution of the Scheme

The Scheme was established on 29 January 1993 and is governed by a trust deed dated 20 April 1993. The scheme is registered with HM Revenue & Customs (HMRC) under Chapter 2 Part 4 of the Finance Act 2004 with Pension Scheme Tax Reference 00319779RG. The scheme is also registered with the Pensions Regulator. As the Scheme is a registered pension scheme for tax purposes, its income and investment gains are free of taxation.

Related Parties

John Anthony Dobbins is a Trustee and a member of the scheme.
Pearson Jones & Co (Trustees) Limited are Professional Trustees of the Scheme.
Pearson Jones plc are Pension Consultants and Administrators of the Scheme.

Enquiries and Complaints

- 1 Any enquiries regarding the Scheme should be addressed to Pearson Jones plc, Clayton Wood Close, West Park Ring Road, Leeds LS16 6QE.
- 2 The Scheme is registered with the Pensions Regulator whose address is:

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

- 3 If a member of the Scheme is dissatisfied with Scheme information that has been received, or is in dispute with the Scheme in relation to his/her entitlement, the member may ask for the assistance of the Pensions Advisory Service (TPAS) which is an independent voluntary organisation with local advisers who are experts in pension matters.

The address of TPAS is:

The Pensions Advisory Service
11 Belgrave Road
London
SW1V 1RB

- 4 If TPAS fail to solve a member's problem, the case may ultimately be referred to the Pensions Ombudsman whose address is:

The Office of the Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB

The Ombudsman has power to resolve any complaint and his rulings are enforceable in the County Court, although appeals may be made on points of law to the High Court.

A G E N D A

TRUSTEES MEETING

OF THE JOHN A DOBBINS PENSION SCHEME TO BE HELD ON FRIDAY 14 SEPTEMBER 2012 AT 12AM

IN ATTENDANCE

APPROVAL OF PREVIOUS MINUTES

MATTERS ARISING

CHANGE IN LEGISLATION

1. The reduction in the Annual Allowance and Lifetime Allowance; and
2. The removal of the need to buy an annuity at age 75.

1. Reduction in the Annual Allowance and Lifetime Allowance

- The Annual Allowance (which limits pension contributions) **was reduced to £50,000** from 6 April 2011.
- 'Unused' Annual Allowance (up to £50,000 per tax year) can be carried forward for up to three years (the previous facility to carry forward unused contributions ended in April 2006);
-
- The Lifetime Allowance (which limits pension funds) **will reduce to £1.5m** from 6 April **2012**. It currently stands at £1.8m; and

2. Removal of the need to buy an annuity at age 75

With effect from **6th April 2011**;

- Unsecured Pensions (USP) will be allowed to **continue for life**, will also be referred to as 'drawdown pensions', and will be available in two forms;
 - (a) **"Capped Drawdown"** – which will operate like USP does currently, but with lower income limits and shorter review dates; or
 - (b) **"Flexible Drawdown"** – from which **unlimited drawdown** can be taken (subject to income tax at the individual's marginal rate) and the prior establishment of a **Minimum Income Requirement (MIR)** – *see below*;

- The tax charge on death benefits taken as a lump sum **will be 55% at all ages**, once benefits have been crystallised, unless there are no dependants and it is paid to a charity;
- There will be **no tax charge** on death for uncrystallised funds up to age 75, where it then becomes 55% - unless there are no dependants and it is paid to a charity;
- The MIR has initially been set at **£20,000 per annum**. Where income equals or exceeds the MIR, people may then take **any level of (taxable) income** from their flexible drawdown arrangement; and

The MIR must be a **secured pension income for life** and can be comprised of state pensions, pension lifetime annuities and scheme pensions

BENEFITS

John's fund is fully crystallised, on 15 May 1998 he was paid £66,513 tax free cash. Maximum pension from is £35,878 pa, currently drawing £30,000. The next pension review date is 4 April 2013.

ANNUAL ACCOUNTS

The scheme accounts as at 30 September 2011 have been completed.

CONTRIBUTIONS

No contributions currently being received.

HMRC

No requirements outstanding

PENSIONS REGULATOR

One man scheme so no requirement for registration.

DATA PROTECTION

The scheme is registered under ref no Z729281.

INVESTMENTS

INVESTMENT SCHEDULES

All funds on recommended list.

PROPERTY

Sale imminent for £175,000

Rent £25,000 per annum – paid to 30 November 2012

VALUE OF FUND

Value 30/9/2007	£506,154	
Value 30/9/2008 (benefits £22,624)	£458,046	Down 5.03%
Value 30/9/2009 (benefits £30,000)	£485,255	Up 12.49%
Value 30/9/2010 (benefits £30,100)	£485,167	Up 6.2%
Value 30/9/2011 (benefits £30,000)	£465,217	Up 2.06%
Value 7/9/12 (benefits £30,000)	£485,572	Up 10.82%
FTSE 30/9/2007	6467	
FTSE 30/9/2008	4903	Down 24.18%
FTSE 30/9/2009	5134	Up 4.71%
FTSE 30/9/2010	5549	Up 8.08%
FTSE 30/9/2011	5128	Down 7.58%
FTSE 7/9/12	5794	Up 12.98%

ANY OTHER BUSINESS

Continuation of SSAS/Annuity purchase

Other pensions

STRICTLY PRIVATE & CONFIDENTIAL

Mr J A Dobbins
10 Otley Mount
East Morton
KEIGHLEY
BD20 5TD

**PENSION & EMPLOYEE
BENEFITS DEPARTMENT**

Pearson Jones plc
Clayton Wood Close
West Park Ring Road
Leeds LS16 6QE

Date: 17 March 2010
Our Ref: AP/ssas
Your Ref:

Dear John

SELF-ADMINISTERED PENSION SCHEME

Please find enclosed the minutes of the meeting held on 10 February I trust these meet with your approval, however if you require any alteration please let me know.

I have checked our records and we do not have a nomination form on our file,

I understand you have had a meeting with Jonathan, I will provide a new nomination form for signature once recommendations from Jonathan have been put in place.

Rent of £6,250 is currently outstanding for the period 1/12/09 to 28/02/10. I refer to our invoice of 12 December 2009. Can you please arrange for this to be settled as a matter of urgency.

I enclose our invoice for the period 1/3/10 to 31/5/10. If the property is sold prior to the 31/5/10 the rent can be reduced on a pro rata basis.

Once the property has been sold we will need to discuss investment of the proceeds.

OTHER PENSIONS

Countrywide Pension 980-074920-54

This fund is currently worth £33,674. The current transfer value is £31,990.

You have not yet taken benefits, the selected retirement age is 75, however you can take benefits at any time.

25% of the fund can be taken as a tax free lump sum. The policy has valuable guaranteed annuity rates



Based on 75% of the fund (£25,323) the guaranteed annuity rate would give a pension of £2025.84 per annum. This is based on a single life pension paid quarterly in advance with no guarantee or escalation. If pension is set up on this basis in the event of your death the remainder of the fund is lost. I am not sure if other options are available.

In comparison the same amount (£25,323) would give unsecured income of £2,058.93. Unsecured income does not provide a spouses pension, however in the event of death the fund can pass to your wife to provide pension for her or can be paid out as a lump sum to her or any other beneficiary in the event of your death prior to age 75.

It is possible to transfer these benefits to the SSAS prior to taking benefits, this would then give you the ability to take pension by unsecured income rather than by annuity purchase.

Please let me know if you are interested in doing this.

Standard Life Contracted Out Personal Pension K137885000

The current value of this is £21,253.81. You have not yet taken benefits, the selected retirement age on the plan is 65, however you can take benefits at any time.

25% of the fund can be taken as a tax free lump sum with the balance providing pension income.

As this fund is in respect of you being contracted out it cannot be transferred to the SSAS.

Valerie – Skandia Life EPP005130075

Lynn (Valerie) is not a member of the SSAS. She has an Executive Pension Plan through Skandia Life. As at 9 February this was worth £75,619.53.

She has not yet taken benefits, these can be taken at any time.

Part of the fund can be taken as a tax free lump sum, this will be the lower of 25% of the fund value or tax free cash based on her salary and service with the company. You advised you have no information in respect of this and your accountant Harry Brereton was unable to find any records. The balance of the fund once tax free cash has been paid will provide pension income.

In the past we have given investment recommendations in respect of this plan, however Lynn advised she is happy to stick with the current investments.

OTHER INVESTMENTS

I provided you with a valuation of your and Lynn's Hill Samuel investments, Close Euro Income Bond and BT Shares which are recorded on our system. You advised you have other investments through Rensburgs and possibly some other individual investments (although you were going to check whether they were still in existence).

As discussed we can review these investments for you. You mentioned that you may wish to consider encashment of these investments as you are looking to help your Daughter with a property purchase.

Care needs to be given if investments are sold as this could give rise to tax charges.

I trust you find all the above to be in order but should you have any queries, please do not hesitate to contact me.

Yours sincerely

ANDREA PROCTOR
Pensions Consultant

PEARSON JONES

Grounded advice for a prosperous life

Wealth Management Service

For over 40 years, Pearson Jones has discreetly and successfully nurtured the wealth of numerous entrepreneurs, companies, family trusts and individuals. We spend considerable time and resource on rigorous independent analysis of investment opportunities, pro-active portfolio management and scrupulous tax planning. This grounded advice allows clients to live life to the full, confident that their own and their family's financial futures are in safe hands.

Our Chartered Status

We are proud to have been one of the first firms to be awarded the prestigious title Chartered Financial Planners by the Chartered Insurance Institute (CII) – which is held by less than 5% of Financial Advice businesses in the UK as at 31 July 2012. This title is only awarded to firms committed to developing and maintaining the knowledge and capability of their people – so they can deliver highest quality advice services. Chartered firms must also follow a demanding code of ethical practice. This means that we must work in a principled manner that places clients' interests at the heart of any advice we give.

Our chartered status means you can be confident that all our advisers are fully qualified and trained to the very highest standards.

New Model Adviser® of the Year 2011

Pearson Jones plc was the 'New Model Adviser® of the Year 2011 for the North of England' – one of eight winners across the UK – in the awards run by London-based financial publisher Citywire. This award provides an independent confirmation of our skills, particularly in the areas of client care, clarity of advice and in recognition of high levels of qualification of our staff.

Pearson Jones have again been recognised as one of the 'leading lights' in the Wealth Management / Independent Advice arena, having been shortlisted for the second year running, for the 'New Model Adviser® of the Year 2012 Award for the North of England'.

IFA Team of the Year 2009/10 and STEP finalist 2012/3

In October 2009, we won the prestigious award "IFA Team of the Year 2009/10" in the Society of Trust and Estate Practitioners (STEP) Private Client Awards. STEP is an international body of 14,500 barristers, accountants, solicitors and other professionals who specialise in the Trust and Estate Planning market. This award provides further independent confirmation of our skills, particularly in the areas of Trust Management, Trust Investment Advice and individual Inheritance Tax Planning.

This document must be read in conjunction with our Terms of Business



New Model Adviser®
of the Year 2011
The North Regional Winner

Principal Office: Pearson Jones plc | Clayton Wood Close | West Park Ring Road | Leeds LS16 6QE
t: 0113 228 0900 | f: 0113 228 0901 | e: mail@pearson-jones.co.uk | web: www.pearson-jones.co.uk
Pearson Jones plc is authorised and regulated by the Financial Services Authority. Pearson Jones plc is a wholly owned subsidiary of the Skipton Building Society Group. Registered in England No. 01447544. Registered Office: The Bailey, Skipton, North Yorkshire BD23 1DN
Pearson Jones plc is a member of the Association of Member Directed Pension Schemes

WMS | October 2012 v1

Our Service

This service is designed for clients with investable assets in excess of £200,000.

First Consultation

Every new client relationship starts with a complimentary, no obligation consultation, which includes:-

- A discussion with a highly qualified adviser to discuss your needs;
- A review of any particular issues you have highlighted which require our attention and advice;
- Our initial opinion about how your future financial position could improve by employing our services;
- Agree what services you require and their costs.

Initial Advice

Following your agreement to appoint us, we will gather information from you so we understand in detail your current situation and future plans. We will prepare a detailed report covering:-

- Our objective assessment of the likely realism of your financial objectives;
- Recommendations based upon your stated financial objectives aimed at improving and adding value to your current and future financial situation;
- An in-depth review of your attitude towards and your ability and need to tolerate investment risk;
- We summarise this in an Investment Policy Statement which includes an agreed asset allocation for your portfolio;
- Retirement and Pensions Planning, specifically:
 - Pensions accumulation advice (typically during a working life)
 - Pensions decumulation advice (typically at retirement)
 - Pensions consolidation advice
 - Specialist pensions advice for ownership of commercial property
- Tax Planning¹:
 - Advice on mitigating income tax liabilities
 - Advice on mitigating capital gains tax liabilities
 - Advice on mitigating inheritance tax liabilities including the use of Trusts
- A review of all your existing investments to ensure they remain appropriate;
- A review of your contingency planning should unforeseen events occur:
 - Protecting your family financially in the event of death
 - Protecting your income in the event of serious ill health
 - Providing insurance cover for liabilities (loans, mortgages or taxation)
 - Protecting your business
 - Providing insurance cover to your business associates

This process is also provided to Trustees particularly those of Family Trusts.

Implementation

With your agreement, we will then implement our recommendations. This may include:-

- Construction of a suitable investment strategy aimed at, achieving your current and future financial objectives;
- Arranging your investments in accordance with the agreed asset allocation;
- Purchasing new investments;
- Switching existing investments.

We will then develop a working relationship with you, aimed at keeping your financial objectives on track.

¹ For complex cases it may be necessary to refer you to our internal specialist department where additional charges may apply. These would be agreed with you prior to the commencement of any work.

Ongoing Management Service

To ensure the success of a financial plan or strategy, regular monitoring and review is essential. We believe that our advice can add value to individuals, trusts and businesses, by helping them to achieve their current and future financial objectives.

We provide a comprehensive management service designed to create real value for our clients.

This management service includes the following:

- Appointment of a dedicated adviser responsible for your relationship with Pearson Jones plc;
- Two reviews per year which will include:
 - A valuation report;
 - Portfolio review, providing strategy and recommendations for the ongoing positioning of your funds under management with the aim of maximising investment returns in accordance with your objectives;
 - Rebalancing the investments in your portfolio so that your agreed asset allocation is maintained;
 - Benchmarking;
 - The review reports will be issued within two months of the First and Second Annual Review Date.
- Unlimited telephone & email access to your adviser;
- Access to your adviser's support team if, for any reason, your adviser is not able to speak with you when you contact us;
- We will provide strategic updates and information direct to your Accountant, Solicitor or any other professional advisers (with your authority);

The relationship between our clients and our advisers is bespoke to each client's requirements. Our role is to enable you to achieve your financial objectives. If you have any specific requirements not listed here, please discuss them with your adviser who will confirm how we can assist you¹.

Our Investment Approach

Pearson Jones clients benefit from our Investment Process and our Investment Team. The Team's role is to analyse research produced by professional fund ratings agencies. Their aim is to identify funds and fund managers who have a consistent, established track record of superior past performance² and who are potentially most likely to maintain this in the future.

We classify these funds as "Best of Breed".

When our in-house research suggests that funds should no longer be classed as "Best of Breed", we will discuss this with you at your next scheduled review date. Your Pearson Jones adviser will make a bespoke recommendation to you at that time.

¹ Providing services not highlighted in this document may incur additional charges, which we would agree with you prior to commencing any work.

² Past performance is no guarantee of future returns.

Our Costs

At our first consultation we will describe to you the services we offer. If you choose to appoint us as your advisers, we will prepare a Client Agreement confirming the services we will provide and what we will charge. We will not commence any work until a Client Agreement has been signed by both parties. We will then proceed with the Initial Advice Service highlighted on page 2 of this document.

Our services and costs are as follows:-

Service	Cost
First Consultation	No Charge
Initial Advice and Implementation	
<i>The following costs will apply to new clients and for new money introduced to an existing Ongoing Management Service:</i>	
• Investment Advice	1% of funds under review
• Pension Decumulation Advice	
• Long-term Care Advice	2% of funds under review
• Occupational Pension Transfers Advice	

Cost example: If we provided you with advice and implement our recommendations on an Investment Portfolio of £250,000 and Pension Decumulation Advice on funds of £250,000, your Initial Advice fee would be £7,500, (calculated as £250,000*1% (£2,500) and £250,000*2% (£5,000)), payable following implementation of our advice. If we did not implement our advice for you 75% of the fee would still be payable within 30 days of receiving our recommendations.

Ongoing Management Service

The following costs apply to our Ongoing Management Service:

• Ongoing Management Service	1% of funds under management
------------------------------	------------------------------

Cost example: with a twice yearly review, on a £500,000 Investment and Crystallised Pension fund Portfolio (which did not change in value), you would incur an Ongoing Service fee of £5,000 p.a. (£500,000*1%). This would be payable in two 6-monthly instalments of 0.5% (£2,500) of the value of funds under management at the date of each review, payable on completion of each review. The servicing fee will increase/decrease as funds under management increase/decrease.

Contingency Planning

For implementing our advice on protection policies, Pearson Jones plc will be paid a commission from the product provider. The amount will be disclosed to you in our Suitability Report. This commission will be in addition to the fees stated above.

Explanation of our costs

We'll take our fees as explained opposite – as a percentage of the assets you have asked us to review or manage. Any advice we are asked to provide which is not included in our services listed herein, will be subject to additional charges and a new/or additional Client Agreement.

If you are a new client to Pearson Jones plc Initial Advice costs will apply in the first instance. Where an Ongoing Management Service is also agreed the charges will be in addition to the Initial Advice costs.

Where new money, new advice or a new service is introduced to an existing Ongoing Management Service, Initial Advice charges will be applied to the additional funds under management.

All fees are payable on completion of the agreed service described in the signed Client Agreement.

For Initial Advice we offer an hourly costed option instead of the percentage of assets you have asked us to review. The hourly rates are shown below. We will confirm in writing the estimated cost before beginning any work.

Service	Cost
• Investment Advice	£300 per hour
For Initial Advice and Implementation on a £750,000 Investment Portfolio, we are likely to spend 30 hours preparing our recommendations, identifying suitable products and then implementing our recommendations. This would incur a fee of £9,000, payable on implementation of our recommendations.	
• Long-term Care Advice	£300 per hour
For Initial Advice and Implementation on a £250,000 Long-term Care Plan, we are likely to spend 20 hours preparing our recommendations, identifying suitable products and then implementing our recommendations. This would incur a fee of £6,000, payable on implementation of our recommendations.	
• Pension Decumulation Advice	£300 per hour
For Initial Advice and Implementation on a £500,000 Pension Decumulation portfolio, we are likely to spend 35 hours preparing our recommendations, identifying suitable products and then implementing our recommendations. This would incur a fee of £10,500, payable on implementation of our recommendations.	
• Occupational Pension Transfer Advice	£300 per hour
For Initial Advice and Implementation on a £250,000 Occupational Pension Transfer, we are likely to spend 22 hours preparing our recommendations, identifying suitable products and then implementing our recommendations. This would incur a fee of £6,600, payable on implementation of our recommendations.	
if you terminate our Client Agreement before the work is completed your fee will be calculated on a pro rata basis.	
The hours spent quoted above can vary depending on the size and complexity of the products under review. We will agree the actual cost to you before we begin any work on your behalf.	

VAT at the standard rate is chargeable where applicable.

If you have any questions or need more information, you can contact us on

0113 228 0900

PEARSON JONES

Wealth Management Service - Terms of Business

Introduction

This Terms of Business letter must be read in conjunction with our Wealth Management Service & Wealth Management Client Agreement.

Pearson Jones plc is permitted to advise on and arrange (bring about) deals in investments, mortgages and insurance contracts (Mortgage advice is subject to separate disclosure documents).

We will make arrangements for all your investments and insurance contracts to be registered in your name unless you instruct us otherwise in writing. All transactions made on your behalf will be confirmed in writing. We will forward to you all documents showing ownership of your investments as soon as practicable after we receive them; where a number of documents relating to a series of transactions are involved, we will normally hold each document until the series is complete and then forward them to you.

Pearson Jones plc is authorised and regulated by the Financial Services Authority (FSA) register number is 144519. You can check this on the FSA's register by visiting the FSA website – www.fsa.gov.uk/register or by contacting the FSA on 0845 606 1234. The FSA can also be contacted at the following address: 25 The North Colonnade, Canary Wharf, London, E14 5HS.

Client classification

In providing investment services to you, we will categorise you as a 'Retail Client'. The type of client category will determine the level of protections afforded to you under the regulatory system. As a Retail Client the regulatory protections available to you are the highest available.

In providing insurance services to you, we will categorise you as a 'Consumer'. The type of client category will determine the level of protections afforded to you under the regulatory system. As a 'Consumer' the regulatory protections available to you are the highest available.

Mode of Communication

We will enter into communication with you through whatever means are convenient to you and us, including face-to-face, telephone, secure e-mail and other acceptable electronic communication methods. Our communications with clients will ordinarily be in English, both in respect of oral and written communications.

Which Service will we provide you with?

We offer Independent Financial Advice. We will advise and make a recommendation for you after we have assessed your needs. Subject to you accepting our recommendations, we will then arrange implementation.

Insurance – We will advise and make a recommendation for you after we have assessed your needs for life insurance, income protection insurance, private medical insurance, critical illness insurance, payment protection insurance and building and contents insurance. Subject to you accepting our recommendations, we will then arrange implementation.

We act as your agent in advising you and arranging investments and non-investment insurance contracts for you. With regard to the investments and non-investment insurance contracts, which we have arranged for you, they will be kept under review as recorded in our Client Agreement, which will be completed following your review of our Wealth Management Service and Terms of Business documents.

We will confirm to you in writing the basis or our reason for recommending any transactions executed on your behalf.

Whose products do we offer?

Investment products - Our recommendation will be based on a comprehensive and fair analysis of the market. We also offer our own product(s); you can ask us for a list, but our recommendations will be made following a comprehensive and fair analysis of the market.

For insurance products, such as life insurance, critical illness insurance, income protection insurance, buildings and contents insurance and private medical insurance, they are selected from a range of insurers.

Risk Warnings

Please be aware that investments can fall as well as rise and you may not get back the full amount invested. The price of investments we may recommend may depend on fluctuations in the financial markets, or other economic factors, which are outside our control. Past performance is not necessarily a guide to future performance. Specific warnings relevant to the investments, or investment strategies, we recommend will be confirmed to you in your Suitability Report.

You should always ensure you fully understand the risks associated with a product or service you buy. If you are unsure about the way any product or recommendation works, or you require further clarification, please ensure you discuss this with your adviser.

Investment Objectives & Restrictions

Advice or recommendation offered to you will be based on your stated investment objectives, acceptable level of risk and any restrictions you wish to place on the type of investments or contracts you are willing to consider and be set out in your own Investment Policy Statement (IPS). Any subsequent advice we give to you will be confirmed in a Suitability Report.

Right to Withdraw

In most cases you can exercise a right to cancel, by withdrawing from the contract recommended to you. In general terms you will normally have a 30 day cancellation period for a life, pure protection, payment protection or pension policy and a 14 day cancellation period for all other policies. The start of the cancellation period will normally begin, for pure protection policies, when you are informed that the contract has been concluded or, if later, when you have received the contractual terms and conditions. In other cases, the cancellation period will begin on the day the contract is concluded or, if later, the day on which you receive the contractual terms and conditions. Instructions for exercising the right to cancel, if applicable, will be contained in the relevant product disclosure information which will be issued to you. If you cancel a single premium contract, we may require you to pay for any loss you might reasonably incur in cancelling it which is caused by market movements. This means that, in certain circumstances, you might not get back the full amount you invested if you cancel the policy.

Conflicts of Interest

Pearson Jones plc offers advice in accordance with that disclosed to you in this agreement, but occasions may arise where we, or one of our other clients, will have some form of interest in business being transacted for you. If this happens or we become aware that our interests or those of one of our other clients conflict with your interests, we will write to you and obtain your consent before we carry out your instructions, and detail the steps we will take to ensure fair treatment.

Periodically we may receive non-monetary benefits from product providers or other financial services firms. These benefits mainly consist of the provision of training on that particular firm's products. Typically we receive approximately 50 hours of such training annually. We also may occasionally receive other non-monetary benefits (e.g. hospitality and gifts of a reasonable values). These benefits are used to enhance the services we provide to our clients and do not conflict with our duty to act in our client's best interests. Further details are available on request.

As a consequence of such a potential conflict of interests arising, we have put arrangements in place to ensure our clients are treated fairly. We have also implemented a conflict of interest policy to help us manage such risks, which you may access upon request.

Best Execution

It is in the interests of our clients and Pearson Jones plc that we obtain the best possible result when placing orders with other firms (e.g. third party brokers) for the execution of client orders or when transmitting orders on behalf of clients for particular investments (e.g. Shares). We are required under the Rules of the Financial Services Authority to take all reasonable steps to provide 'best execution' when carrying out such transactions. When placing orders or when transmitting orders on behalf of our clients for such investments, we normally utilise the services of a third party broker and base our decision to place or transmit an order on the price, cost and timeliness of execution of the order. Full details of our best execution arrangements are provided in our Best Execution Policy, a copy of which can be provided on request.

Client Money

Pearson Jones plc is authorised to handle client money for investment products. All such money is segregated from the funds belonging to Pearson Jones plc and held in separate 'Designated' Client Accounts.

If you open a Client Account with us, it will be subject to a separate agreement referred to as a 'Private Client Account Confirmation Letter'.

If we receive money from you for investment, we will hold it in your Client Account until we make payment on your behalf for the investments you have agreed to buy. If we receive money payable to you, we will forward it to you at the latest address we have for you, by crossed cheque or, if you have given us details of your Bank Account and so request, to that Account at your Bank by electronic transfer.

If you have not established a Designated Client Account, we will not be able to accept cheques made out to us (unless it is in respect of an item for which we have sent you an invoice) or handle cash.

Anti-Money Laundering

When you enter into a transaction with Pearson Jones plc, we are required by law to check your identity. In order to verify the information you provide, we may make searches about you with a credit reference or fraud prevention agency; this will include information from the Electoral Roll. The agencies will record the details of the search whether or not a transaction takes place. Scoring methods may be used as part of this process. We may ask you to supply at least one original document for confirmation of your identity, address or both, which we will use along with any electronic checks we may perform using the services of a credit reference or fraud prevention agency. Any documents provided to us will be recorded and copied for audit purposes as part of our Anti Money Laundering requirements.

What to do if you have a complaint

If you wish to register a complaint, please contact us:

- In writing: Write to Pearson Jones plc, Compliance Department, Clayton Wood Close, West Park Ring Road, Leeds, LS16 6QE.
- By phone: Telephone 0113 228 0900.

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service.

Are we covered by the Financial Services Compensation Scheme (FSCS)?

We are covered by the FSCS. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Most types of investment business are covered for up to a maximum limit of £50,000.

Insurance advising and arranging is covered for 90% of the claim, without any upper limit.

Banks/Building Society deposit accounts are covered up to a total amount of £85,000 per authorised Bank or Building Society.

Further information about compensation scheme arrangements is available from the FSCS at www.fscs.org.uk.

PEARSON JONES

Wealth Management Client Agreement

THIS AGREEMENT is made the 17th day of April 2013

BETWEEN

John A Dobbins Limited Self-Administered Pension Scheme c/o Pearson Jones plc, Clayton Wood Close, West Park Ring Road, Leeds, LS16 6QE ("the Client", "you" or "your") and

Pearson Jones plc whose principal office is at Clayton Wood Close, West Park Ring Road, Leeds, LS16 6QE ("the Company" or "we")

This Agreement should be read in conjunction with the Wealth Management Service and Terms of Business documents (which form part of this Agreement).

1. Obligations

We provide Independent Financial Advice.

You will provide us with up-to-date and accurate information on your financial circumstances and objectives. Failure to disclose any relevant facts could prejudice our advice.

After undertaking a detailed assessment of your financial objectives following the first consultation and initial advice meetings, we will report to you in writing clearly documenting our recommended course of action. Subject to you accepting our recommendations, we will then arrange implementation.

2. Our Service

Initial Advice

Our advice will be tailored to your individual circumstances, but it will generally consider the following:

- Our objective assessment of the likely realism of your financial objectives;
- Recommendations based upon your stated financial objectives aimed at improving and adding value to your current and future financial situation;
- An in-depth review of your attitude towards and your ability and need to tolerate investment risk;
- We summarise this in an Investment Policy Statement which includes an agreed asset allocation for your portfolio(s);
- Retirement and Pensions Planning, specifically:
 - Pensions accumulation advice (typically during a working life)
 - Pensions decumulation advice (typically at retirement)
 - Pensions consolidation advice
 - Specialist pensions advice for ownership of commercial property
- Tax planning¹:
 - Advice on mitigating income tax liabilities
 - Advice on mitigating capital gains tax liabilities
 - Advice on mitigating inheritance tax liabilities including the use of Trusts
- A review of all your existing investments to ensure they remain appropriate;

¹ For complex cases it may be necessary to refer you to our internal specialist department where additional charges may apply. These would be agreed with you prior to the commencement of any work.



New Model Adviser

The North Regional Winner

Principal Office: Pearson Jones plc | Clayton Wood Close | West Park Ring Road | Leeds LS16 6QE
t: 0113 228 0900 | f: 0113 228 0901 | e: mail@pearson-jones.co.uk | web: www.pearson-jones.co.uk
Pearson Jones plc is authorised and regulated by the Financial Services Authority. Pearson Jones plc is a wholly owned subsidiary of the Skipton Building Society Group. Registered in England No. 01447544. Registered Office: The Bailey, Skipton, North Yorkshire BD23 1DN
Pearson Jones plc is a member of the Association of Member Directed Pension Schemes
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- A review of your contingency planning should unforeseen events occur:

- Protecting your family financially in the event of death
- Protecting your income in the event of serious ill health
- Providing insurance cover for liabilities (loans, mortgages or taxation)
- Protecting your business
- Providing insurance cover to your business associates

Implementation

With your agreement, we will then implement our recommendations. This may include:

- Construction of a suitable investment strategy aimed at achieving your current and future financial objectives;
- Arranging your investments in accordance with the agreed asset allocation;
- Purchasing new investments;
- Switching existing investments.

We will then develop a working relationship with you, aimed at keeping your financial objectives on track.

Ongoing Management Service

Our Ongoing Management Service is designed to complement our Initial Advice and will generally include the following:

- Appointment of a dedicated adviser responsible for your relationship with Pearson Jones plc;
- Two reviews per year which will include:
 - A valuation report
 - Portfolio review, providing strategy and recommendations for the ongoing positioning of your funds under management with the aim of maximising investment returns in accordance with your objectives
 - Rebalancing of funds if required so that your agreed asset allocation is maintained
 - Benchmarking
 - The review reports will be issued within two months of the First and Second Annual Review Date (see 3.6 below)
- Unlimited telephone & email access to your adviser;
- Access to your adviser's support team if, for any reason, your adviser is not able to speak with you when you contact us;
- We will provide strategic updates and information direct to your Accountant, Solicitor or any other professional advisers (with your authority);

The relationship between our clients and our advisers is bespoke to each client's requirements. Our role is to enable you to achieve your financial objectives. If you have any specific requirements not listed here, please discuss them with your adviser who will confirm how we can assist you¹.

¹ Providing services not highlighted in this document may incur additional charges, which we would agree with you prior to commencing any work.

- 3.7 The Client shall pay to the Company, each year during the term of this Agreement:
- (a) the First Annual Review Fee (less any income received by the Company, during the 6 month period immediately preceding the First Annual Review Date, directly relating to the Client's funds under management); and
 - (b) the Second Annual Review Fee (less any income received by the Company, during the 6 month period immediately preceding the Second Annual Review Date, directly relating to the Client's funds under management),
- each in accordance with section 3.8 below.

- 3.8 Each:
- (a) First Annual Review Fee shall be payable within 30 days following receipt of our First Annual Review Report; and
 - (b) Second Annual Review Fee shall be payable within 30 days following receipt of our Second Annual Review Report.

The Client may, at its option, either: pay the Company direct; or instruct the Company in writing to deduct such fee from the Client's funds under management.

- 3.9 The Company shall provide to the Client, as soon as reasonably practicable after each:
- (a) First Annual Review Date, a fee note in respect of the applicable First Annual Review Fee;
 - (b) Second Annual Review Date, a fee note in respect of the applicable Second Annual Review Fee.

- 3.10 If this Agreement is terminated in accordance with its terms then:

Pursuant to section 3.6 the Client shall pay to the Company a sum calculated as follows:

$$(A \times 0.375\%) \times B,$$

where:

'A' is equal to: (as at close of trading on the effective date of termination, the number of completed months since the last fee note for the payment of Fees) / (schedule number of months in review period); and

'B' is equal to the value of the Client's funds then under management as at close of trading on the effective date of termination;

and such sum shall be payable within 30 days after the effective date of termination of this Agreement.

VAT

- 3.11 As at the date of this Agreement no VAT is chargeable in respect of the Services. If, following the date of this Agreement, VAT becomes chargeable in respect of the Services then the Company may charge VAT, at the applicable rate in respect of the Services. If the Company does charge VAT then the Company shall notify you in writing in advance of such change.

3. Costs of Service

3 Fees

- 3.1 The fees payable by the Client to the Company in respect of the services set out in section 2 of this Agreement (the **Services**) provided by or on behalf of the Company to the Client pursuant to this Agreement (the **Fees**) are as set out below in sections 3.2 to 3.11.

Initial Advice

- 3.2 For the purposes of this section **Initial Advice** refers to (if applicable) advice given by the Company in relation to new funds introduced to the Company for review by an existing Client.
- 3.3 The Fees in respect of Pension Decumulation Initial Advice shall be 2% of the total value of funds (as at close of trading as at the last working day of the month in which the Company is in receipt of all details and information it requires to enable it to determine such total value of funds) that are the subject of the Pension Decumulation Initial Advice and 2% of the total value of new money the subject of the Pension Decumulation Initial Advice.
- 3.4 The Fees in respect of Occupational Pension Transfer(s) Initial Advice shall be 2% of the total value of funds (as at close of trading as at the last working day of the month in which the Company is in receipt of all details and information it requires to enable it to determine such total value of funds) that are the subject of the occupational pension transfer(s) Initial Advice and 2% of the total value of new money the subject of the occupational pension transfer(s) Initial Advice.
- 3.5 On completion by the Company of the Initial Advice the Company shall provide to the Client a fee note in respect of the Fees for such Initial Advice. The Client may choose to either: pay the Company direct; or instruct the Company in writing to deduct such Fee from the Client's funds under management with the Company (if applicable). Such Fee will be payable by the Client to the Company within 30 days of the date of receipt of such fee note.

Ongoing Advice

- 3.6 The Fees in respect of the Client's funds then under management shall be 0.375% for each 6 month period during which the Company provides the Services, calculated as follows:
- (a) 0.375% of the value of the Client's funds then under management (the **First Annual Review Fee**) as at close of trading on 30th September of each year during the term of this Agreement (the **First Annual Review Date**) in respect of Services provided during the 6 month period prior to each First Annual Review Date; and
 - (b) 0.375% of the value of the Client's funds then under management (the **Second Annual Review Fee**) as at close of trading on 31st March of each year during the term of this Agreement (the **Second Annual Review Date**) in respect of Services provided during the 6 month period prior to each Second Annual Review Date.

For the purposes of this section 3 the following shall (without limitation) be included within the meaning of 'funds under management':

- Cash Deposits
- Property (residential)
- Platform Investments
- Trust Investments/SSAS

(Any subsequent changes to the funds under our management will be confirmed to you in writing.)

4. Data Protection Statement

Your personal information is very important to us. We will endeavour to take all due care to protect this information. We would like to highlight below a few matters relating to your information that you should be aware of.

Some services are provided to Pearson Jones plc by third parties such as processing business or obtaining compliance or regulatory advice, which warrant the disclosure of more than just your basic contact details.

The information provided may contain sensitive personal data for the purposes of the Act, being information as to your physical or mental health or condition; the commission or alleged commission of any offence by you; any proceedings for an offence committed or alleged to have been committed by you, including the outcome or sentence in such proceedings; your political opinions, religious or similar beliefs, sexual life; or your membership of a Trade Union.

Your personal information will be held electronically and in paper format. We will hold your information for however long we determine necessary, which in most cases will be indefinitely.

You agree that personal information held by Pearson Jones plc may be disclosed on a confidential basis, and in accordance with the Data Protection Act 1998, to any such third parties. You also agree that this information may be transferred electronically, e.g. secure email and you agree that ourselves, or any such third party, may contact you in future by any means of communication which we consider appropriate at the time.

Product Providers, Lenders and Investment Managers may administer your policy, any existing policies you may have with them and provide other services, from centres in countries outside Europe (such as India and the USA) that do not always have the same standard of data Protection laws as the UK. However, they are required to put a contract in place to ensure that your information is adequately protected, and they will remain bound by their obligations under the Data Protection Act even when your personal information is processed outside Europe.

5. Termination of Authority

You or we may terminate our authority to act on your behalf at any time. Notice of this termination must be given in writing and will take effect from the date of receipt. You will remain liable for any fees already incurred, as highlighted in the 'Costs of Service' section above.

6. Law

English law will be the basis of this contract and the language in which this contract will be interpreted, and in which all communications will be conducted, will be English.

7. Confirmation

This is our standard client agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing them. If you do not understand any point please ask for further information.

You authorise the holding and transfer of information, on a confidential basis when warranted between any such third parties as highlighted in section 4 above.

You also confirm that you are/are not happy to give Pearson Jones plc your express consent to contact you by telephone to discuss advising on or arranging financial products in future. If you wish to terminate this consent you should inform us in writing.

You hereby confirm acceptance of this Client Agreement, covering Pearson Jones plc's work on your behalf and the agreed remuneration for this work.

.....
Andrea Proctor
Pearson Jones plc

Date 17th April 2013

.....
John Anthony Dobbins (Trustee)

Date

.....
Valerie Lynn Dobbins (Trustee)

Date

.....
Pearson Jones & Company (Trustees) Limited

Date

PEARSONJONES

STRICTLY PRIVATE & CONFIDENTIAL

Mr M Dobbins
Woodbank
Villa Road
Bingley
BD16 4EH

Date: 13 May 2013
Our Ref: SSAS/LJL/AP
Your Ref:

Dear Matthew

SELF-ADMINISTERED PENSION SCHEME

Please find the review of John's pension.

The pension we are currently paying him is below the new maximum permitted gross pension.

Our Fees

I refer to my letter 9 April.

As advised, from 2013 we will be distinguishing between the cost for administration of the scheme and the cost for investment management by introducing our Wealth Management Service in place of the investment accounting charge.

We believe that we need to highlight these developments by re-establishing and re-communicating our services supported by clearer and more specific Client Agreements – which in turn will ensure that Pearson Jones fully meets the FSA guidelines and can continue to deal with our clients and offer our services in a meaningful way.

I therefore enclose 2 copies of our Client Agreement in respect of the Wealth Management Service (I would be obliged if you could arrange for one copy to be signed and returned in the enclosed envelope) which sets out the basis of the Wealth Management Charges and the dates of the reviews.

Please note the Client Agreement also sets out our fees in relation to transfer advice and pension decumulation advice. I would point out no work will be undertaken without prior agreement and approval of the cost.

Future of the Scheme

We previously discussed the future of the scheme, once the property is sold we will be in a position to consider purchasing an annuity for John or transferring his benefits to an individual arrangement. I suggest we arrange a meeting at that time or in the near future if the property is not going to be sold shortly.



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Registered in England No 01447544. Registered Office: The Bailey, Skipton, North Yorkshire BD23 1DN.
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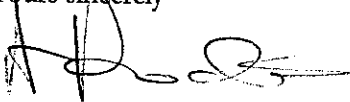
Employee Benefits
Pearson Jones plc
Clayton Wood Close
West Park Ring Road
Leeds LS16 6QE

t: 0113 228 0900
f: 0113 228 0904
e: mail@pearson-jones.co.uk
www.pearson-jones.co.uk

PEARSONJONES

I trust you find this to be in order but should you have any queries, please do not hesitate to contact me.

Yours sincerely



ANDREA PROCTOR Dip PFS

Pensions Consultant

andrea.proctor@pearson-jones.co.uk



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PEARSONJONES

STRICTLY PRIVATE & CONFIDENTIAL

Mr J A Dobbins
10 Otley Mount
East Morton
Keighley
BD20 5TD

Date: 30 April 2013
Our Ref: SSAS/CW/AP
Your Ref:

Dear Mr Dobbins

SELF ADMINISTERED PENSION SCHEME – INCOME

As required under pensions legislation we have carried out a review of your income limits at the review date of 4 April 2013.

The Fund Value of your share of the scheme assets at the review date was £501,570.38.

Based on the fund above, your maximum permitted gross income is £34,909.29 per annum, this limit will apply until the next review date which will be 4 April 2016. At this time, the maximum income levels will be recalculated with reference to the value of your fund and GAD factors notified by the Government Actuary's Department in line with HM Revenue & Customs requirements.


The minimum permitted withdrawal is Nil.

You are currently in receipt of income of £30,000 per annum, paid monthly. As this amount is lower than the revised maximum you are able to continue receiving this amount or you could elect to increase your amount up to the maximum.

I would be grateful if you could confirm the level of income you wish to take.

I trust you find this to be in order but should you have any queries, please do not hesitate to contact me.

Yours sincerely


LISA LINLEY
SSAS Administrator
lisa.linley@pearson-jones.co.uk



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Employee Benefits
Pearson Jones plc
Clayton Wood Close
West Park Ring Road
Leeds LS16 6QE

t: 0113 228 0900
f: 0113 228 0904
e: mail@pearson-jones.co.uk
www.pearson-jones.co.uk

PEARSON JONES

Wealth Management Client Agreement

THIS AGREEMENT is made the 17th day of April 2013

BETWEEN

John A Dobbins Limited Self-Administered Pension Scheme c/o Pearson Jones plc, Clayton Wood Close, West Park Ring Road, Leeds, LS16 6QE ("the Client", "you" or "your") and

Pearson Jones plc whose principal office is at Clayton Wood Close, West Park Ring Road, Leeds, LS16 6QE ("the Company" or "we")

This Agreement should be read in conjunction with the Wealth Management Service and Terms of Business documents (which form part of this Agreement).

1. Obligations

We provide Independent Financial Advice.

You will provide us with up-to-date and accurate information on your financial circumstances and objectives. Failure to disclose any relevant facts could prejudice our advice.

After undertaking a detailed assessment of your financial objectives following the first consultation and initial advice meetings, we will report to you in writing clearly documenting our recommended course of action. Subject to you accepting our recommendations, we will then arrange implementation.

2. Our Service

Initial Advice

Our advice will be tailored to your individual circumstances, but it will generally consider the following:

- Our objective assessment of the likely realism of your financial objectives;
- Recommendations based upon your stated financial objectives aimed at improving and adding value to your current and future financial situation;
- An in-depth review of your attitude towards and your ability and need to tolerate investment risk;
- We summarise this in an Investment Policy Statement which includes an agreed asset allocation for your portfolio(s);
- Retirement and Pensions Planning, specifically:
 - Pensions accumulation advice (typically during a working life)
 - Pensions decumulation advice (typically at retirement)
 - Pensions consolidation advice
 - Specialist pensions advice for ownership of commercial property
- Tax planning¹:
 - Advice on mitigating income tax liabilities
 - Advice on mitigating capital gains tax liabilities
 - Advice on mitigating inheritance tax liabilities including the use of Trusts
- A review of all your existing investments to ensure they remain appropriate;

¹ For complex cases it may be necessary to refer you to our internal specialist department where additional charges may apply. These would be agreed with you prior to the commencement of any work.



New Model Adviser[®]

The North Regional Winner

Principal Office: Pearson Jones plc | Clayton Wood Close | West Park Ring Road | Leeds LS16 6QE
t: 0113 228 0900 | f: 0113 228 0901 | e: mail@pearson-jones.co.uk | web: www.pearson-jones.co.uk
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- A review of your contingency planning should unforeseen events occur:
 - Protecting your family financially in the event of death
 - Protecting your income in the event of serious ill health
 - Providing insurance cover for liabilities (loans, mortgages or taxation)
 - Protecting your business
 - Providing insurance cover to your business associates

Implementation

With your agreement, we will then implement our recommendations. This may include:

- Construction of a suitable investment strategy aimed at achieving your current and future financial objectives;
- Arranging your investments in accordance with the agreed asset allocation;
- Purchasing new investments;
- Switching existing investments.

We will then develop a working relationship with you, aimed at keeping your financial objectives on track.

Ongoing Management Service

Our Ongoing Management Service is designed to complement our Initial Advice and will generally include the following:

- Appointment of a dedicated adviser responsible for your relationship with Pearson Jones plc;
- Two reviews per year which will include:
 - A valuation report
 - Portfolio review, providing strategy and recommendations for the ongoing positioning of your funds under management with the aim of maximising investment returns in accordance with your objectives
 - Rebalancing of funds if required so that your agreed asset allocation is maintained
 - Benchmarking
 - The review reports will be issued within two months of the First and Second Annual Review Date (see 3.6 below)
- Unlimited telephone & email access to your adviser;
- Access to your adviser's support team if, for any reason, your adviser is not able to speak with you when you contact us;
- We will provide strategic updates and information direct to your Accountant, Solicitor or any other professional advisers (with your authority);

The relationship between our clients and our advisers is bespoke to each client's requirements. Our role is to enable you to achieve your financial objectives. If you have any specific requirements not listed here, please discuss them with your adviser who will confirm how we can assist you¹.

¹ Providing services not highlighted in this document may incur additional charges, which we would agree with you prior to commencing any work.

3. Costs of Service

3 Fees

- 3.1 The fees payable by the Client to the Company in respect of the services set out in section 2 of this Agreement (the **Services**) provided by or on behalf of the Company to the Client pursuant to this Agreement (the **Fees**) are as set out below in sections 3.2 to 3.11.

Initial Advice

- 3.2 For the purposes of this section **Initial Advice** refers to (if applicable) advice given by the Company in relation to new funds introduced to the Company for review by an existing Client.
- 3.3 The Fees in respect of Pension Decumulation Initial Advice shall be 2% of the total value of funds (as at close of trading as at the last working day of the month in which the Company is in receipt of all details and information it requires to enable it to determine such total value of funds) that are the subject of the Pension Decumulation Initial Advice and 2% of the total value of new money the subject of the Pension Decumulation Initial Advice.
- 3.4 The Fees in respect of Occupational Pension Transfer(s) Initial Advice shall be 2% of the total value of funds (as at close of trading as at the last working day of the month in which the Company is in receipt of all details and information it requires to enable it to determine such total value of funds) that are the subject of the occupational pension transfer(s) Initial Advice and 2% of the total value of new money the subject of the occupational pension transfer(s) Initial Advice.
- 3.5 On completion by the Company of the Initial Advice the Company shall provide to the Client a fee note in respect of the Fees for such Initial Advice. The Client may choose to either: pay the Company direct; or instruct the Company in writing to deduct such Fee from the Client's funds under management with the Company (if applicable). Such Fee will be payable by the Client to the Company within 30 days of the date of receipt of such fee note.

Ongoing Advice

- 3.6 The Fees in respect of the Client's funds then under management shall be 0.375% for each 6 month period during which the Company provides the Services, calculated as follows:
- (a) 0.375% of the value of the Client's funds then under management (the **First Annual Review Fee**) as at close of trading on 30th September of each year during the term of this Agreement (the **First Annual Review Date**) in respect of Services provided during the 6 month period prior to each First Annual Review Date; and
 - (b) 0.375% of the value of the Client's funds then under management (the **Second Annual Review Fee**) as at close of trading on 31st March of each year during the term of this Agreement (the **Second Annual Review Date**) in respect of Services provided during the 6 month period prior to each Second Annual Review Date.

For the purposes of this section 3 the following shall (without limitation) be included within the meaning of 'funds under management':

- Cash Deposits
- Property (residential)
- Platform Investments
- Trust Investments/SSAS

(Any subsequent changes to the funds under our management will be confirmed to you in writing.)

- 3.7 The Client shall pay to the Company, each year during the term of this Agreement:
- (a) the First Annual Review Fee (less any income received by the Company, during the 6 month period immediately preceding the First Annual Review Date, directly relating to the Client's funds under management); and
 - (b) the Second Annual Review Fee (less any income received by the Company, during the 6 month period immediately preceding the Second Annual Review Date, directly relating to the Client's funds under management),

each in accordance with section 3.8 below.

3.8 Each:

- (a) First Annual Review Fee shall be payable within 30 days following receipt of our First Annual Review Report; and
- (b) Second Annual Review Fee shall be payable within 30 days following receipt of our Second Annual Review Report.

The Client may, at its option, either: pay the Company direct; or instruct the Company in writing to deduct such fee from the Client's funds under management.

3.9 The Company shall provide to the Client, as soon as reasonably practicable after each:

- (a) First Annual Review Date, a fee note in respect of the applicable First Annual Review Fee;
- (b) Second Annual Review Date, a fee note in respect of the applicable Second Annual Review Fee.

3.10 If this Agreement is terminated in accordance with its terms then:

Pursuant to section 3.6 the Client shall pay to the Company a sum calculated as follows:

$$(A \times 0.375\%) \times B,$$

where:

'A' is equal to: (as at close of trading on the effective date of termination, the number of completed months since the last fee note for the payment of Fees) / (schedule number of months in review period); and

'B' is equal to the value of the Client's funds then under management as at close of trading on the effective date of termination;

and such sum shall be payable within 30 days after the effective date of termination of this Agreement.

VAT

- 3.11 As at the date of this Agreement no VAT is chargeable in respect of the Services. If, following the date of this Agreement, VAT becomes chargeable in respect of the Services then the Company may charge VAT, at the applicable rate in respect of the Services. If the Company does charge VAT then the Company shall notify you in writing in advance of such change.

4. Data Protection Statement

Your personal information is very important to us. We will endeavour to take all due care to protect this information. We would like to highlight below a few matters relating to your information that you should be aware of.

Some services are provided to Pearson Jones plc by third parties such as processing business or obtaining compliance or regulatory advice, which warrant the disclosure of more than just your basic contact details.

The information provided may contain sensitive personal data for the purposes of the Act, being information as to your physical or mental health or condition; the commission or alleged commission of any offence by you; any proceedings for an offence committed or alleged to have been committed by you, including the outcome or sentence in such proceedings; your political opinions, religious or similar beliefs, sexual life; or your membership of a Trade Union.

Your personal information will be held electronically and in paper format. We will hold your information for however long we determine necessary, which in most cases will be indefinitely.

You agree that personal information held by Pearson Jones plc may be disclosed on a confidential basis, and in accordance with the Data Protection Act 1998, to any such third parties. You also agree that this information may be transferred electronically, e.g. secure email and you agree that ourselves, or any such third party, may contact you in future by any means of communication which we consider appropriate at the time.

Product Providers, Lenders and Investment Managers may administer your policy, any existing policies you may have with them and provide other services, from centres in countries outside Europe (such as India and the USA) that do not always have the same standard of data Protection laws as the UK. However, they are required to put a contract in place to ensure that your information is adequately protected, and they will remain bound by their obligations under the Data Protection Act even when your personal information is processed outside Europe.

5. Termination of Authority

You or we may terminate our authority to act on your behalf at any time. Notice of this termination must be given in writing and will take effect from the date of receipt. You will remain liable for any fees already incurred, as highlighted in the 'Costs of Service' section above.

6. Law

English law will be the basis of this contract and the language in which this contract will be interpreted, and in which all communications will be conducted, will be English.

7. Confirmation

This is our standard client agreement upon which we intend to rely. For your own benefit and protection you should read these terms carefully before signing them. If you do not understand any point please ask for further information.

You authorise the holding and transfer of information, on a confidential basis when warranted between any such third parties as highlighted in section 4 above.

You also confirm that you are/are not happy to give Pearson Jones plc your express consent to contact you by telephone to discuss advising on or arranging financial products in future. If you wish to terminate this consent you should inform us in writing.

You hereby confirm acceptance of this Client Agreement, covering Pearson Jones plc's work on your behalf and the agreed remuneration for this work.

.....
Andrea Proctor
Pearson Jones plc

Date 17th April 2013

.....
John Anthony Dobbins (Trustee)

Date

.....
Valerie Lynn Dobbins (Trustee)

Date

.....
Pearson Jones & Company (Trustees) Limited

Date

PEARSON JONES

Trustees Services

PEARSON JONES & CO TRUSTEES LIMITED SMALL SELF-ADMINISTERED SCHEME (SSAS) PRODUCT CHARGES

WITH EFFECT FROM 1 JANUARY 2012

A) New Schemes **£1,615**

This includes:

- Assuming professional responsibility as Corporate Trustee.
- Provision of Trust Deed and Rules.
- Collation of information relating to the initial members' past pension provision.
- Submission of documentation to HM Revenue & Customs (HMRC).
- Registering the SSAS with HMRC and The Pensions Regulator (TPR).
- Opening a trustees' bank account with Bank of Scotland.
- Data Protection Act registration requirements.

B) Scheme Transfers – taking over an existing SSAS or EPP conversion **£572**

This includes:

- Provision of documentation to take over as Corporate Trustee.
- Provision of Trust Deed and Rules.
- Review of the SSAS or EPP records and collation of information relating to the 'members' past and current pension provision.
- Submission of any outstanding documentation to HMRC.
- Registration with TPR and HMRC as the SSAS's Corporate Trustee.
- Arranging to re-register up to a maximum of ten assets to include Pearson Jones & Company (Trustees) Limited as a co-owner (additional re-registrations are charged on a time cost basis).*
- Providing revised bank mandate(s) to include Pearson Jones & Company (Trustees) Limited as co-signatory to the 'trustees' bank account(s).
- Opening a trustees' bank account with Bank of Scotland and arranging to transfer all existing cash balances to this account.
- Subsequent negotiation for maintenance of registration of the SSAS by HMRC.

* Any costs incurred by external parties; for example, Solicitors or Accountants, will be charged separately

- C) Annual administration fees** will be on a 'time-cost' basis, with a minimum fee of **£1,196 p.a.** An additional £133 p.a. will be charged for each Managing (Member) Trustee in excess of the first two. The minimum fee of £1,196 will be payable annually in advance, with any adjustment to be made at the end of each Scheme year, when the accounts are completed.

The following 'one-off' fees are then charged in addition;

- | | | |
|------|--|--------------------------------------|
| i) | Preparation of Employer Loanback documentation | £260* per loan |
| ii) | Arrangement of Scheme Borrowing | £260* |
| iii) | Commercial Property transaction | £368* per purchase
£368* per sale |

**We reserve the right to agree a higher fee for complex transactions. For property sales and purchases, the quoted fee does not cover the cost of valuations and surveys, required as part of the transaction.*

- | | | |
|-------|---|--|
| iv) | New Lease / Renewal of Existing Lease / Rent Review / Assignment / Sublet etc; | Time-costed

(within a range of
£50 to £185 per
hour, depending
upon seniority) |
| v) | Preparation of Deeds:
Change of Trustee(s)
Other Deeds |
£133
£271 |
| vi) | Inclusion of participating companies | £163 per company |
| vii) | Incoming Transfers from other pension schemes, or assignment of EPPs | £163 per transfer |
| viii) | Provision of information to any party relating to the SSAS at the request of the member, Trustees and/or the Principal Employer, as appropriate; for example, in connection with divorce proceedings, due diligence requests, corporate restructuring, change of company and/or SSAS name, change of Corporate Trustee scheme accounting information etc; | Time-costed

(within a range of
£50 to £185 per
hour, depending
upon seniority) |
| ix) | Transfer of benefits to other pension arrangements:
Liaison with the new pension provider, arranging for appropriate assets to be encashed or assigned, as required, and reporting to HMRC, as necessary | £215 per member
(cash-only transfers)

£542 per member
(transfers 'in specie') |
| x) | Cessation of services:
To cease acting as Corporate Trustee and providing administration services | £511* |

** This fee does not cover any work that may be needed for the completion of the closing self-assessment forms (SA970) that may be received before or after winding-up, which will be time-costed*

We then offer the following optional services:-

i)	Preparation of Scheme Accounts ready for audit	
	Where the Bank Account is with Bank of Scotland	£429*
	Where the Bank Account is held with any other bank	£541
	<i>*This is the minimum amount and will be subject to negotiation, depending on the complexity of the scheme's investment portfolio</i>	
ii)	Registration for VAT	£204*
iii)	Completion of Quarterly VAT Returns	£204* per year
ii)	Additional Trustees Meetings (other than existing frequency)	£271 per meeting
iii)	Payment of Scheme benefits under PAYE	£133 per annum per pensioner
iv)	Completion of HMRC / TPR Annual Scheme Returns	£133
v)	Calculation of retirement benefits (per arrangement)	£158 per member
vi)	Filing of Event Reports	£102

Please Note:

- Fees will be increased each year in line with the Average Weekly Earnings Index.
- The legal costs of any property purchase are not included in the above. Any legal work required in respect of this can be done by either the Company's own Solicitor, or a Solicitor recommended by us.
- The Audit Fees of the Accountants, where required, are also not included in the above.

Except for the payment of Scheme benefits under PAYE, fees payable to Pearson Jones plc will be invoiced annually in advance, with payment due within 30 days of the issue of the invoice. If fees are not received within the time limit expressed above, Pearson Jones plc may deduct such fees from monies held by the Trustees for the purposes of the SSAS Fund.

Permitted Investments

Pearson Jones is keen to ensure that our 'in-house' SIPP and SSAS clients do not use their pension wrappers to invest in areas where there is clear regulatory focus and concern and the potential for client detriment.

As a result, Pearson Jones & Co (Trustees) Limited will – with effect from 1 October 2011 onwards - only purchase the following investments for our 'in-house' SIPP and SSAS clients:

- Unit Trusts and OEICs via Cofunds, Novia, Fidelity or the Standard Life Wrap
- Any UK Listed stock or share purchased via a UK registered stockbroker (including gilts, PIBs and REITs)
- Overseas equities listed on a recognised stock exchange
- Exchange Traded Funds on Pearson Jones' approved panel (further details, upon enquiry)
- Commercial Property and Land
- Any Offshore Investment Bond on Pearson Jones' approved panel (further details, upon enquiry)
- A bank account in a Financial Services Authority (FSA) authorised bank
- Structured Products on Pearson Jones' approved panel (further details, upon enquiry)
- National Savings and Investment products
- Trustee Investment Plans offered by any UK insurance company, which, as at the date of purchase, is rated AKG "B" or better.

If the Trustees are asked to invest in any other investment not listed above, they will firstly have to obtain the authorisation of Pearson Jones' Investment Director.

November 2011