

Addendum to our Terms of Business – Annual Retainer of our Services

This addendum is to be considered an extension of the Terms of Business and is subject to the general terms and conditions contained therein with the exception of clause 1, which is amended as below.

This addendum to the Terms of Business is to set out the additional services and charges to be provided under the reference “annual retainer of our services” as detailed below.

We shall be entitled to those additional fees as detailed under this addendum once you have consented to them, subject to the rights you have to cancel the agreement as described within the Terms of Business.

In this addendum “we” “us” and “our” shall mean International Pension Partners LLP T/A Pension Practitioner .Com. References to “you” and “your” mean you as the Trustee(s) of the Scheme who will be the recipient of this service.

1. Our remuneration in respect of this service

- a. We shall receive our remuneration from an annual fee of £3,000.00 which we charge to you for provision of the services provided in respect of an “annual retainer of our services”. The invoice date for this service will be date of the date of signature.

This fee is payable in advance for the year and due on signature of this addendum and thereafter, due on the anniversary of the date of signature, invoiced one month in advance.

In the event of non-payment of the invoice within 14 days of the date of signature, we reserve the right to charge you interest at a reasonable rate from the 28th date that the invoice remains outstanding until the date that the payment is received as cleared funds.

We also reserve the right not to perform any services for you and reserve the right to recover in addition to our costs from you for pursuit of our invoice(s), for which you will be liable for.

- b. In the event of non-payment of an invoice for any subsequent years fee within 28 calendar days we reserve the right to charge you interest at a reasonable rate from the 28th date that the invoice remains outstanding until the date that the payment is received as cleared funds.

We also reserve the right not to perform any services for you and reserve the right to recover in addition to our costs from you for pursuit of our invoice(s), for which you will be liable for.

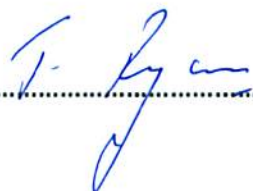
- c. Where you instruct us to undertake any additional work for you which does not form part of the “annual retainer of our services” as set out below, we will charge you for those services once they are completed in our opinion. We will advise you in advance of those fees. You have 14 calendar days to pay for any and all that additional work which does not form part of the administration service. If you do not pay within 14 calendar days we reserve the right to charge you interest at a reasonable rate from the 14th date that the invoice remains outstanding until the date that the payment is received as cleared funds. We also reserve the right not to perform any services for you and reserve the right to recover in addition to our costs from you for pursuit of our invoice(s), for which you will be liable for.
- d. Where you or we terminate our services and you have paid for the annual retainer of our services for the year, you shall be entitled to a refund of your fees, less the costs we have incurred to the date of the termination of the services agreement. No interest will be added to the refund. Where you terminate our services, you will not be entitled to any refund if the invoice arising from the services for which you have been invoiced remains outstanding after 14 calendar days, or is outstanding at the date that our administration services agreement is terminated.
- e. By signing this agreement you agree to pay us for our services in accordance with those set out in this addendum.
- f. You may request that the invoice(s) is made to and paid by the Registered Administrator of the scheme, however this does not, transfer, alter or diminish any terms or liability you have in connection with this agreement.

16. Definition of our services under this addendum.

- a. We shall provide four additional meetings to be held at a mutually convenient time, one per quarter, a quarter being defined as three calendar months.
- b. The aim of these meetings is a general review of your current situation, a review of the previous quarter and planning for the following quarter principally covered by;
 - Review your SSAS
 - Provision of information and suggestions to afford synchronicity between the principal employer, participating employers and SSAS.
 - Maximise tax planning opportunities, as afforded by those guidelines and regulations relevant to your SSAS.
 - Information regarding personal, employer and/or in specie contributions to your SSAS to permit maximisation of allowances, as applicable, whilst ensuring all contributions remain within the allowable limits.
 - Notification of legislation changes with explanation of implications and opportunities afforded, as applicable to you.

- Guidance on taxable property rules as relevant to investments made from your SSAS.
- c. Access to the Pension Practitioner .Com technical team through David Nicklin for specialist and personalised information that may arise in relation to existing and proposed projects and the general maximisation of the opportunities afforded by your SSAS to both you and the employers participating in the plan.
- d. Liaison by the same with your Financial Adviser/s, Accountant/s and/or Solicitor in relation to existing and proposed projects and any matter in relation to your SSAS as and when required
- e. Not covered in this fee is any additional legal work, actuarial work, specialist tax advice or services not detailed above or any additional project work which would include the provision of any element of these services.
- f. Where it is agreed that we undertake additional work on your further instruction this will be subject to the agreement of additional fees and subject to those terms and conditions described in our Terms of Business.

By signing this agreement you confirm that you have read the terms of this addendum and agree to be bound by those terms as detailed herein and in our Terms of Business.

Signed:  Name: John Ryan Date: 13/03/2013