

Private and Confidential

Mr Keith Hickman
Nurseryware Limited
74 Gospel End Road
Sedgley
Dudley
W Mids
DY3 3YT

31 August 2010

Dear Keith

Pension Scheme Event & Returns

We are required to submit an annual return and review of transactions for your pension scheme for the tax period 6th April 2009 to 5th April 2010.

We will also use this information to prepare your benefits statement(s) and bring you up to date with proposed changes to pension rules.

At this stage, we require a copy of your bank statements for all accounts in respect of the tax period to 5th April 2010. If you have a share portfolio, your broker has a statutory requirement to issue you with a tax certificate for the tax year to 5th April 2010; please provide us with a copy of that certificate.

THIS DOCUMENT WILL BE SENT LATER

If you have made loans from the pension scheme to your business, we will write to you separately regarding this.

It would also assist us if you could complete and sign the enclosed questionnaire. We will require this questionnaire back with the other data by 21 September 2010.

Thank you for your assistance

Yours sincerely

Gavin McCloskey
For Pension Practitioner .Com