

Liza Harrison
15 Sycamore Close
Stratford Upon Avon
Warwickshire
CV37 0DZ



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STRATFORD ON AVON
CV37 0DZ

07968 777349

24th March 2022

Dear Liza,

We are pleased to confirm that the Scheme has now been tax registered with HMRC and can accept pension contributions.

The Rules of the Scheme allow us and you to make contributions to the Scheme.

The Company, in its capacity as the sponsoring employer of the Scheme shall make a contribution of £1,000 as the first contribution for your benefit.

The Company shall, subject to the performance of the Company, make further contributions before the end of the Company's tax year as part of your emolument terms. The maximum contribution rate is £40,000 in any one fiscal year, less any contributions paid into pensions by you or another in the same tax year.

You will be further limited by the lifetime allowance, which at the date of this letter is £1,073,100.

You will receive an annual statement each year detailing the amount of contributions paid and the valuation of your benefits in the Scheme from the Scheme Administrator. This is accessible via your online account.

The Scheme Administrator shall monitor the lifetime allowance and you must notify the Scheme Administrator of contributions paid to other pensions, plus the value of those pensions each year to avoid any excess tax assessment that may be applied.

The Scheme is a small self-administered scheme and as such is exempt under Pensions Act 1995 from a statutory provision of an annual contribution schedule. However, you can view in your online account all contributions paid by you and the Company in the contributions section.

Further information is also available in your membership guide, which sets out the tax rules applying to pension contributions.

Yours sincerely

For LCH Cleaning Ltd