



**HM Revenue  
& Customs**

Georgina Stuliglowa  
Pension Practitioner Com  
Daws House  
33-35 Daws Lane  
LONDON  
NW7 4SD

**Pension Schemes Services**  
Fitz Roy House  
Castle Meadow Road  
Nottingham  
NG2 1BD

**Phone**  
Monday to Friday 9.00am to 5.00pm

**Fax** 03000 564567

**Web** [www.gov.uk](http://www.gov.uk)

**Date** 20 February 2016  
**Our ref** Gen/Misc/COA

Dear Ms Stuliglowa

**Larkstore Ltd (No.3) Pension Scheme – 00098319RA**

Thank you for your letter dated 29 January 2016.

I have now associated you to the scheme it will take **24 hours** before you can access the scheme.

You now need to log on to Pension Schemes Online and add yourself as scheme administrator to this scheme. Instructions of how to do this can be found on the Online User Guide (**Chapter 4.3**).

This is available on our website at [www.gov.uk/government/publications/pension-schemes-online-user-guide/a-guide-to-using-the-online-service-for-scheme-administrators-and-practitioners](http://www.gov.uk/government/publications/pension-schemes-online-user-guide/a-guide-to-using-the-online-service-for-scheme-administrators-and-practitioners)

Please ensure that this is done straight away.

Should you encounter any problems whilst navigating the online-system, please contact the on-line service helpdesk on 0300 200 3600.

Yours sincerely

**Colin Adlam**  
Administration Officer

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.

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Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001