



# SSAS Practitioner.com

The SSAS specialist. Lowering fees, enhancing retirement.

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28th November 2019

Dear Sirs

## **Lawrence Harvey Search & Selection Ltd SSAS**

We have been asked by Mr Thomas Glanfield trustee to the above scheme to act as Practitioner for the above self administered pension fund; attached is a signed authority letter confirming this request.

Pension Practitioner will be removed as the Professional Trustee and Scheme Administrator (where appropriate), by way of a Deed of Removal. I understand that your role is sometimes as the appointed Practitioner to the SSAS please confirm if this is the case.

If not already appointed as Scheme Administrator Mr Glanfield will be appointed as the new Scheme Administrator. Please can you confirm who the current Scheme Administrator is. We will not be a Trustee but will act as scheme Practitioner.

Will you please confirm that there are no professional reasons why we should not accept the appointment and assuming this to be the case, supply us with the following information:

*Copies of the scheme's deeds to include the prevailing scheme rules.*

*Details of all the scheme's assets (to include policy numbers) and a copy of the most recent scheme valuation and fund split (if applicable).*

*Details of the scheme's bank accounts and copies of corresponding statements for the last scheme year - from April 2019 to date*

*Details of any property owned by the scheme and copies of any associated valuations and leases.*

*Details of any loanbacks made by the scheme, to include amount lent, the term and details and copies of the corresponding legal charges and copy valuations for the asset/s used as security. Please also confirm if repayments are up to date.*

*Details of any matters outstanding with HMRC and evidence of the scheme's HMRC PSTR.*

*Confirmation that the scheme is registered with HMRC correctly as 'investment regulated'.*

*Confirmation that the scheme is registered with HMRC online.*

*Confirmation that the scheme's Pension Scheme Returns have been submitted to date to HMRC online. Please confirm that the return due as at 05/04/2019 has been submitted.*

*Copy of any Information Commissioner documentation relating to the scheme (if applicable).*

*Confirmation of the scheme Pensions Regulator reference (if applicable)*

*Details of any maximum pensions, amounts being drawn and copies of the last drawdown reviews together with accompanying scheme valuations/split. We also need confirmation of the next review dates and LTA crystallised for post 6 April 2006 Benefit Crystallisation Events.*

Orchard Grange | Main Street | Foxton | Leicestershire | LE16 7RB

*Confirmation as to who runs the pension payroll scheme if applicable.*

*Copies of the latest expression of wish forms for the members.*

*Confirmation as to whether any Protection Certificates are in place for the members.*

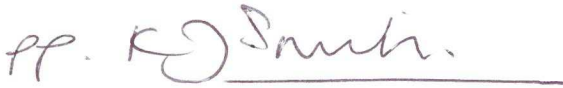
*Confirmation as to whether the scheme is VAT registered.*

*Details of any Pension Sharing Orders in place.*

*Details of the scheme's Relief at Source Registration (if applicable) and copy of the last APSS105 and APSS106 submitted to HMRC.*

I would be grateful if you would acknowledge receipt of this letter by email and advise a likely timescale for providing the information requested, I look forward to hearing from you.

Yours Faithfully



Ann Sturman  
Pensions Consultant

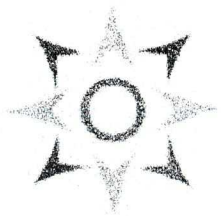
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SSAS Practitioner.com  
The SSAS Specialist

Current Administrator/Practitioner: PensionPractitioner.com

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Dear Sirs

**Lawrence Harvey Search & Selections Ltd SSAS**

After careful consideration we have decided to appoint SSAS Practitioner.com as Practitioner for the above scheme. You are to be removed as Administrators / Practitioners to the scheme.

Please accept this letter as our authority for you to release whatever information is requested by SSAS Practitioner.com along with any documentation or paperwork pertaining to our scheme.

We thank you for your past endeavours on our behalf, and look forward to your co-operation in this matter.

Yours faithfully

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.....

Thomas Glanfield

.....

11/11/2019  
Date .....