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**PRIVATE & CONFIDENTIAL**

Mr T Marfani

Marfani & Company Limited

13 Copson Street

Withington

Manchester

M20 3HE

30 August 2011

Dear Mr Marfani

MCL SSAS

We need to commence the tax returns and reporting to HMRC and the Pensions Regulator for the pension scheme.

The tax returns are necessary to ensure tax exemption on the pension contributions paid to the Scheme in the form of the in-specie transfers and tax exemption on income received. There is a lot of work for us to so, so in order that I can get started I first require a copy of the pension scheme bank account statements. To avoid me having to request this from you each time going forward, I enclose a bank authority letter for you to sign and return to me. I will then obtain this information direct from Investec Bank.

In respect of Habib Bank, would you please insert on the enclosed form the contact, any bank reference number on the enclosed form so that I may correspond with them directly also. The rest of the paperwork I have already obtained from the solicitors.

Finally, in respect of the annual administration of the pension scheme, I enclose our invoice for settlement in accordance with our terms of business from 21 December 2010 to 20 December 2011. When returning the enclosed paperwork, would you please also enclose a cheque in settlement.

If you could let me have this signed paperwork within the 7-10 days, it would be appreciated.

Yours sincerely

Gavin McCloskey
**Pension Practitioner .Com**

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