

Scheme return notice

The Pensions Regulator

Napier House
Trafalgar Place
Brighton
BN1 4DW

T 0870 606 3636
F 0870 241 1144
E exchange@thepensionsregulator.gov.uk

www.thepensionsregulator.gov.uk
www.trusteetoolkit.com

Trustees or managers of:
L and J Building Services Pension Scheme
100 Park Avenue
LONDON E14 6UR

10 October 2011

Dear trustee or manager

Scheme name: L and J Building Services Pension Scheme

We are writing to you to advise that the Scheme Return for the above scheme is now due for completion.

To complete the return, please log on to the Exchange website at:

exchange.thepensionsregulator.gov.uk

It is the trustee's or manager's responsibility to ensure this is completed and submitted by 11 October 2011. Failure to complete the return by this due date may constitute a breach of section 64 of the Pensions Act 2004. This breach carries a maximum penalty of £50,000.

For assistance with completing your return, please visit our Exchange online help page where you will find example submissions, 'how to ...' guides and answers to frequently asked questions:

exchange.thepensionsregulator.gov.uk/exchange

If you are new to Exchange, you can register as a new user at:

exchange.thepensionsregulator.gov.uk/Register.aspx. Once registered, you'll need your scheme key to access your scheme's details online.

Scheme key: 6LJ6BLR4EKHH

Scheme Registration Number: 10275887

We are committed to help you meet your statutory obligation. If you require further assistance, we encourage you to contact us by:

- Phone on 0870 6063636 (option 2), Monday to Friday 9am to 5:30pm
- Email at exchange@thepensionsregulator.gov.uk

Yours sincerely

The Pensions Regulator