

Our Ref: Tom Hickling

Gavin McCloskey
Pension Practitioner.com Limited
Daws House
33-35 Daws Lane
London
NW7 4SD

19th August 2016

Dear Gavin

Mr and Mrs M Mehta Pension Scheme

Further to my letter dated 10th August 2016, thank you for answering my query regarding the trust deeds and history of the scheme establishment.

As you know we have been asked to take over the role of Administrator and Independent Trustee to the above Small Self Administered Scheme. Please confirm whether there are any professional reasons as to why we should not accept the appointment. We would be grateful if you would now provide the following information:

1. An up-to-date schedule of investments and current valuations, together with any policy documents, certificates and deeds of title you hold. If any holdings are earmarked for the benefit of a specific member please provide details.
2. We hold a copy of the Deed of Establishment dated 20th October 2008. Please confirm whether any other trust deeds are in existence and provide copies if necessary.
3. Copies of the announcement letters to the members of the scheme.
4. Details of all contributions paid to the Scheme split between the membership.
5. Details of any transfer values paid into or out of the Scheme.
6. Confirmation of each member's share of fund.
7. Full details of any benefit withdrawals made by any member including all benefits crystallisation dates, LTA tests, review dates, GAD Maximums and details of any withdrawals under Flexi-Access Drawdown if applicable. Please confirm who is responsible for the processing of PAYE if pension is in payment.
8. Name and address of the Pension Fund's bankers and copies of the most recent bank statements.
9. Details of any insured death-in-service cover and any other policies on the lives of the members, and when the cover is due for renewal.
10. Details of any loanbacks and other self-investment made by the Scheme.
11. If there is a property within the scheme, details of the property(ies) and who holds the original documents. Also, with effect from May 2004 new regulations were introduced in relation to the Control of Asbestos at Work Regulations 2002. Would you please send us a copy of the site specific plan carried out for each property held by the Scheme.

12. Details of any retained benefits or other pension benefits for any of the members.
13. Please advise if there are any pension sharing orders in existence within this Scheme.
14. Please confirm if the Scheme is registered with the Information Commissioner in respect of the Data Protection Act and provide the registration reference.
15. Please confirm if the Scheme is registered with The Pensions Regulator and provide the PSR number and scheme key where available.
16. Please confirm who the Scheme Administrator(s) is/are including all joint scheme administrators, and provide us with copies of letters issued by HMRC confirming this. If you are the present Scheme Administrator, please confirm that you will adhere us to the Scheme if we provide you with details of our "A" number.
17. Please provide confirmation if the scheme is/is not VAT registered. If so please confirm the VAT registration number, postcode VAT is registered to, the effective date of VAT registration, the final month of the last period submitted and the amount due for the last submission.
18. Lastly, we understand the scheme has been subject to an Unauthorised payment charge relating to an Indian investment. Please confirm whether this matter has been fully resolved, reported to HMRC and tax charges paid?

We look forward to hearing from you as soon as possible, and thank you for your assistance in this matter.

Yours sincerely,



Tom Hickling
Head of SSAS
tom.hickling@talbotmuir.co.uk