**From:** [emmad@pensionpractitioner.com](mailto:emmad@pensionpractitioner.com) <[emmad@pensionpractitioner.com](mailto:emmad@pensionpractitioner.com)>   
**Sent:** 26 September 2018 16:20  
**To:** [admin@empoweredpensions.co.uk](mailto:admin@empoweredpensions.co.uk)  
**Cc:** 'David Nicklin' <[davidn@pensionpractitioner.com](mailto:davidn@pensionpractitioner.com)>; 'Georgina Stuliglowa' <[georginas@pensionpractitioner.com](mailto:georginas@pensionpractitioner.com)>; [matt.yates@myinvestmentproperties.co.uk](mailto:matt.yates@myinvestmentproperties.co.uk)  
**Subject:** My Investment Property SSAS  
**Importance:** High

**FAO Clare Brine:**

Good afternoon Ms. Brine

I am writing further to your email to David Nicklin on 25/09/2018.

We can confirm that the Trustees have requested that we takeover the administration of this pension scheme.  Before we can produce the documents to enable this, we will need to see a copy of the fully executed Trust Deed and Rules, along with copies of any fully executed Deeds of Amendment that may apply. Once we have these we can draw up the documentation required and get the process started. Attached

Could you please also provide the following information:

* Full statement history for the scheme bank account

Attached

* Copies of the 2016-2017 and 2017-2018 completed Scheme Tax Returns. If the 2017-2018 Scheme return has not yet been completed, please ensure this is completed before you remove yourselves from the HMRC Pension Scheme online access.

Attached

* Full details of any investments the Scheme holds, i.e. investment provider name, contact details, a copy of the investment certificate if applicable, and any other information relevant to the investment.

None

* If any Member/Trustee has taken benefits from the scheme, please provide full details.

N/A

* Full details of any Pension Sharing orders that may apply.

N/A