

GRYFFE MANOR

PROPERTY GROUP

Suite 4, Skylon Court, Coldnose Rd, Hereford HR2 6JS

Nicola Robertson Steele
7 Hallcraigs Crescent
Houston
Johnstone
PA6 7FA

Date: 16 March 2023

Dear Nicola,

Nicola Steele Pension Scheme ("the Scheme")

We are pleased to confirm that the Scheme has now been tax registered with HMRC and can accept pension contributions.

The Rules of the Scheme allow us and you to make contributions to the Scheme.

The Company, in its capacity as the sponsoring employer of the Scheme has made a contribution of £100.00 as the first contribution for your benefit.

The contributions will continue to be made monthly as per the following schedule:

16 April 2023 - £100.00

16 May 2023 - £100.00

16 June 2023 - £100.00

The Company shall, subject to the performance of the Company, make further contributions as part of your emolument terms. The maximum contribution rate is £40,000 in any one fiscal year, less any contributions paid into pensions by you or another in the same tax year. You will be further limited by the lifetime allowance, which at the date of this letter is £1,073,100.

You will receive an annual statement each year detailing the amount of contributions paid and the valuation of your benefits in the Scheme from the Scheme Administrator. This is accessible via your online account.

The Scheme Administrator shall monitor the lifetime allowance and you must notify the Scheme Administrator of contributions paid to other pensions, plus the value of those pensions each year to avoid any excess tax assessment that may be applied.

The Scheme is a small self-administered scheme and as such is exempt under Pensions Act 1995 from a statutory provision of an annual contribution schedule. However, you can view in your online account all contributions paid by you and the Company in the contributions section.

Further information is also available in your membership guide, which sets out the tax rules applying to pension contributions.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Martin Steele', is written over a light blue horizontal line.

Martin Steele - Director

Date: 20th April 2023

Gryffe Manor Property Group Limited