

Pension Scheme Return & Event Questionnaire

Scheme Name OAKLEAF FACILITIES LTD SIBA

Information required for the pension scheme return

The scheme administrator is required to complete a pension scheme return for the tax year. We undertake this as part of our pension scheme service to the trustees. The return is over 11 pages long. In addition, there may be an event report due, presently there are over 16 different event reports that may arise.

We have condensed the information needed into a short questionnaire. Please check the appropriate box and return this form to us. If there are any parts of this form that you are unsure of please contact your scheme consultant.

Commencing on 6th April 2011 and ending on 5th April 2012

	Yes	No
1. Did the scheme have any interest in tangible moveable property		NO
2. Did the scheme own or dispose of any shares in the sponsoring employer		NO
3. Did the scheme acquire or own shares in an unquoted company, this excludes the sponsoring employer		NO
4. Did the scheme acquire any assets from a connected party** directly or indirectly		NO
5. Did any member take funds from the scheme - other than as pension income		NO
6. Do you require a trustee meeting. If yes, this will be arranged on receipt of the completed questionnaire		NO

Notes:

*Tangible moveable property includes: Assets that you can touch and move, such as fine wines, machinery, works of art, assets that have a lifespan of less than 51 years e.g. patents.

**A connected party includes: A relative, a partner, co-director, or co trustee.

A connected party may also include a company that does not participate in the scheme but may be connected to you through the associations given above.

In order that we may prepare your benefit statement, we will require the total remuneration, inclusive of dividend income for each scheme member. Please give the name and remuneration below for income in respect of the tax year ending 5th April 2012 .

See attached .
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**Fund Split in respect of each member:

Name of member:	% of fund	
1 <u>MARK ROWTHORN</u>	<u>26.7%</u>	<u>Rest unallocated .</u>
2 <u>JANIE ROWTHORN</u>	<u>26.7%</u>	
3 <u>PAUL GROOM</u>	<u>24.2%</u>	
4 <u>JANE GROOM</u>	<u>20.1%</u>	

Additional Questions:

In relation to compulsory pension schemes for 05/04/2012-

- Do you have two or more salaried employees (excluding dividends) at your company? Yes / No
- If yes, do you presently provide a pension scheme for them? Yes / No
- If you hold commercial property in the pension scheme do you retain current:
 - 1. Building insurance? Yes / No
 - 2. Landlord's liability insurance? Yes / No

Signed: J.A. Groom

Date: 28 / 11 / 12

Please return this form to Pension Practitioner .Com Limited at:

Daws House
33-35 Daws Lane
London
NW7 4SD

You can also email this form with other paperwork we may have requested you to provide in the cover letter to: **bradd@pensionpractitioner.com**

	Jane	Paul	Janie	Mark
P60	41,644.57	46,806.00	12,000.00	26,526.59
TAX	7,522.17	7751.56	904	5,514.70
Med Ins	1,909.00			2,147.00
Car				11,207.00
Dividends			22,397.00	22,397.00
	£51,075.74	£54,557.56	£35,301.00	£67,792.29