

Scheme return notice

The Pensions Regulator

For the trustees or managers of
Oakleaf Facilities Ltd Self Investment Benefit
Arrangement
7 Brookfield
Duncan Close
Moulton Park Industrial Estate
Northampton
NN3 6WL

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.trustee.co.uk

9 August 2010

Dear trustee or manager

Scheme name: **Oakleaf Facilities Ltd Self Investment Benefit Arrangement**

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

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

<https://exchange.thepensionsregulator.gov.uk>

It is the trustee's or manager's responsibility to ensure this is completed and submitted by 20 September 2010. Failure to complete the return by this due date may trigger 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 pages. Here you will find example submissions, 'how to ...' guides and answers to frequently asked questions:

www.thepensionsregulator.gov.uk/exchange

If you are new to Exchange, you can register as a new user at:
<https://login.thepensionsregulator.gov.uk/Register.aspx>. Once registered, you'll need this unique scheme key to access your scheme's details online.

Scheme key: **TLFALSSREZWD** Pension Scheme Registration Number: **10275331**

We are committed to help you meet your statutory obligation. If you require 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

Please note that all calls to and from The Pensions Regulator may be recorded for quality and monitoring purposes.