

FAO Neil McLean
Essential SSAS Limited
Exchange Court,
Lowgate,
Hull,
HU1 1XW

21st March 2018

Dear Mr McLean

Re: PLF Pension Fund

Thank you for your letter dated 19th March 2018.

Unfortunately we are unable to process the request for a Scheme Takeover from a copy signature.

I am returning the copy documents for your convenience and ask that you issue the original signed instructions in order for me to begin the process.

If you have any questions, please contact me directly at emmad@pensionpractitioner.com, or by calling 0800 634 4862.

Yours Sincerely



Emma Dane
Senior Pensions Administrator

Pension Practitioner
48 Chorley New Road
Bolton
BL1 4AP

RECEIVED
20 MAR 2018

19th March 2018

Dear Sirs

Re: PLF Pension Fund

I refer to the above named Scheme and write to advise we have been asked to provide administration and professional trustee services to the scheme. Please find enclosed a copy of the takeover questionnaire signed by the member trustees.

I would be grateful if you could provide the following information:-

1. Original Trust Deed and A Day Deed and Rules and all subsequent deeds.
2. Copy of the most recent valuation of scheme assets.
3. Copy of all Trustee Reports
4. Copies of Scheme Accounts
5. Bank statements from April 2016
6. Copy of HMRC approval letter. Date of when the last Pension Scheme Return was submitted to HMRC. Copies of any outstanding correspondence with HMRC.
7. Minutes of last trustee meeting
8. Confirmation Data Protection registration is up to date
9. Confirmation that The Pension Regulator Levies are up to date and date last return submitted (copy to be provided)
10. Property:- copies of lease, that rental payments are up to date, original and last valuation report, details of how properties are registered with the land registry, details and copies of any outstanding borrowing, latest mortgage statement and facility letter
11. Copies of any loanback agreements, including payment breakdown and term, confirmation that payments are up to date and whether any loans have been rolled over.

12. Details of members with crystallised benefits including details of tax free cash taken, confirmation of maximum income available and confirmation of the date of the next income review.
13. Contribution history
14. Latest fund split
15. Confirmation of Lifetime Allowance used.
16. Full details of any other matter of which we should be aware.

Please arrange for Essential SSAS Limited to be associated with HMRC, the Administrator ID is A0131277.

Please arrange for us to be added onto the Pensions Regulator Exchange. The E Mail address neil.mclean@essentialpg.co.uk.

I trust you will find this letter to be in order and look forward to hearing from you as soon as possible. However, should you have any queries please do not hesitate to contact me.

Yours faithfully



Neil McLean

Tel: 0845 838 5670

Fax: 01482 217184

Email: neil.mclean@essentialpg.co.uk

1 Introduction

In order to allow Essential SSAS (Trustees) Limited to be appointed as the Professional Trustee and Essential SSAS Ltd the role of Scheme Administrator, please provide the following information and associated documentation that may be relevant. Please note that making a false declaration on this application can have serious consequences.

2 Scheme Details

Name of Scheme	PLF PAXSONS FUND
Scheme/Policy Number	
PSTR Number	00816399RE
Number of Members	2

3 Principal Employer

Contact Name	PAUL FRANKS		
Company Name	INVESTMENT MANAGEMENT ENERGY (UK) LTD		
Registered Office	SUITE 2 - GROUND FLOOR 9 WATERSIDE PARK HESLE EAST YORKS Postcode HJ13 0EG.		
Company Registered No			
Tel No		Email Address	PAUL.FRANKS@IM-ENERGY.CO.UK
Trading Address	AS ABOVE.		
		Postcode	
Tel No	07710 009 434	Email Address	
Employer Status (e.g limited, partnership, etc)	LTD COMPANY	Employer Year End	
Nature of Business	ENERGY BROKERS		
Corporation Tax District / Reference		PAYE District/ Reference	

4 Retiring Administrator

Scheme Administrator Name			
Company Name (if applicable)			
Address			
		Postcode	
Contact Name			
Tel No		Email Address	
Scheme Administrator ID	A		

Has the scheme been registered for HMRC on-line pension service? Yes No

5 Trustees

(Please include details of the current Professional Trustee).

Full Name	Address	Member	
PAUL HANSEY FRANKS	39 ASTON HOUSE MAIN STREET BUDGHTON BROUGH HU15 1JP.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
LINDA FRANKS		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

6 Scheme Bank Account Details

Are the account details

Existing Details Yes No - SEE ATTACHED

New Account to be created? Yes No RBS / 4

Please be aware some administrators will not allow the bank account to be transferred to a new scheme administrator.

Bank Account			
Bank Address			
		Postcode	
Tel No	Email Address		
Contact Name			
Signing Instructions			

7 Current Assets

Type of Holding	Company	Policy No	Value(£)
PROPERTY.			
BANK ACCT.			
INVESTMENTS			

8 Additional Information

RE THE INVESTMENTS - INFORMATION SPARSE AT PRESENT - TRUSTEES INTENTION IS TO ASK FINANCIAL ADVISERS ON TAKE OVER COMPLETE

9 Professional Appointments

Independent Financial Adviser to Scheme

Company Name	TBA		
Address			
	Postcode		
Tel No	Email Address		
Service Name			
Facilitated by	Authorisation Number		

Will the IFA be appointed to act as the Investment Adviser? Yes No

Do you wish your Financial Adviser to receive remuneration from your SSAS? Yes No

Remuneration:	Initial (Set Up)	£	or		%
	Additional Funds	£	or		%
	Annual	£	or		%

Any annual fee must be submitted by an invoice

Accountant (Principal Employer)

Company Name			
Address			
	Postcode		
Tel No	Email Address		
Contact Name			

Additional Participating Employer

Is this Employer, other than the principal employer, to participate in the SSAS? Yes No

If Yes, please complete the following:-

Company Name			
Registered Office			
	Postcode		
Tel No	Email Address		
Trading address			
	Postcode		
Tel No	Email Address		
Employer Status (e.g. Limited, Partnership, etc)	Employer Year End		
Nature of Business			
Corporation Tax District/Reference	PAYE District/Reference		

10 Declaration

On behalf of the Principal Employer we agree to Essential SSAS (Trustees) Limited and Essential SSAS Limited investigating the takeover of the scheme. We understand that there will be a charge for this work and any additional work associated with the takeover of the scheme.

We confirm we are acting in accordance with the Memorandum and Articles of Association of the Company or Partnership Agreement.

We confirm that all of the data contained within this questionnaire is to the best of our knowledge accurate.

We agree to be bound by the Trust Deed and Rules of the Scheme as amended from time to time.

Essential SSAS (Trustees) Limited and Essential SSAS Limited have been formally appointed as Professional Trustee and Administrator, respectively, to the scheme.

We accept the Essential SSAS Limited fees (as amended from time to time) and that they will be invoiced as appropriate. Essential SSAS Limited reserve the right to deduct fees directly from the scheme bank account.

Signed for and on behalf of the Principal Employer

Name	<input type="text" value="PAUL FRANKS"/>	Position	<input type="text" value="DIRECTOR"/>
Signature	<input type="text" value="P. Franks"/>	Date	<input type="text" value="07/03/18"/>

Members Signatures (All members must sign here).

Name	<input type="text" value="PAUL FRANKS"/>	Position	<input type="text" value="TRUSTEE"/>
Signature	<input type="text" value="P. Franks"/>	Date	<input type="text" value="07/03/18"/>

Name	<input type="text" value="LINDA FRANKS"/>	Position	<input type="text" value="TRUSTEE"/>
Signature	<input type="text" value="L. Franks"/>	Date	<input type="text" value="07/03/18"/>

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>



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