

Telephone: 0800 634 4862 Fax: 020 8711 2522 Email: info@pensionpractitioner.com www.pensionpractitioner.com UK Administration Centre: 48 Chorley New Road, Bolton BL1 4AP

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 $\underline{\text{emmad@pensionpractitioner.com}},$ or by calling 0800 634 4862.

Yours Sincerely

Emma Dane

Senior Pensions Administrator



Pension Practitioner 48 Chorley New Road Bolton BL1 4AP



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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 rom 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





Takeover Questionnaire

Essential Takeover Questionnaire Ref: 04/14 Page 1 of 4

1 Introduction						VIII CONTRACTOR		
in order to allow Essen Scheme Administrator Please note that makin	please provide the	following informat	ion and associated o	locumentation	that may			role of
2 Scheme Detail	s		ALL SECTION OF THE SE					
Name of Scheme Scheme/Policy Number	PLF	Pausion	FUNSB					
PSTR Number	00816	6399R	E					
Number of Members	7	2						
3 Principal Emp	loyer		Phartage (Statistics)					
Contact Name	PAULT	RANKS						
Company Name			443M2NT 1	ENERGY	(OK)	Lin		
Registered Office			NSD FLOOR		4728	3 Ori	PARK	
	HESSL			Postcode	CH	130	269	j.
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Contact Name								
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Administrator ID		to the said of the						

Please include details of the cur Full Name	rent Professional Trustee). Address		Member
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LINDA FRANKS	MAIN STREE		Yes IN
LIN DEL TRATORS	ELOUGHT	Yes N	
	BLOUGH '		Yes N
	HU15 1J	P.	Yes N
	110 13		Yes N
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Essential Takeover Questionnaire Ref: 04/14 Page 2 of 4

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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 Associated 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.

Signed for and on behalf of the Principal Employer

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.

Traul FRANKS. DILECTOR. Name Position Signature romas 01101388 Date Members Signatures (All members must sign here). FRANKS Name YAUL Position TRUSTED. Signature 017013118. Date KEUSTISC. Name LINBA FRANKS Position Signature 017013 118 Date Name Position Signature Date Name Position



Signature

Exchange Court, Lowgate
Hull, HU1 1XW
Telephone number 0845 8385670 Fax no 01482 217184
Email: info@essentialpg.co.uk
Web: www.essentialpg.co.uk

Date