

Bristol office

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Private and Confidential

The Trustees or the Managers of R T Quaife Engineering Ltd
Small Self Administered Scheme
Pension Practitioner.Com Limited
Daws House
33 - 35 Daws Lane
London
NW7 4SD

Our ref: nfw/tcc/rkb/2pm96/0016

Your ref:

DDI:

Doc no: 3713091v1

23 August 2013

Dear Sirs

Scheme Name: R T Quaife Engineering Ltd Small Self Administered Scheme

Scheme Number: 10274373

The Pensions Regulator - Outstanding Levy Debt

We act for The Pensions Regulator.

You will be aware that as trustees or managers of the Scheme you are liable to pay levies imposed by The Pensions Regulator pursuant to the Pensions Schemes Act 1993 ("the 1993 Act") and the Pensions Act 2004 ("the 2004 Act"); and relevant Regulations. We note that despite invoices and reminders, copies of which are available on request, the following invoiced levy obligations remain unpaid:-

General Levy 2012

£29.00

Further, please note that pursuant to Sections 175(2) of the 1993 Act and 117(2) of the 2004 Act, it is the **personal** responsibility of trustees and managers to pay the levy claimed.

Please send your payment via CHAPS or BACS **direct** to the Pensions Regulator, using the account details below:

Account Name	The Pensions Regulator Levy Account
Sort Code	40-14-03
Account Number	42012669
Bank	HSBC, 153 North Street Brighton BN1 1RE.

The sum of £29.00 should be received by them within 14 days of the date of the letter.

Alternatively you can pay your levy online via debit card. Simply log into their exchange website <https://login.thepensionsregulator.gov.uk/Login.aspx>. You can also sign up using this link to pay by direct debit.

Please be advised this is a formal letter of claim written in accordance with the Civil Procedure Rules. We are required to refer you to the Practice Direction on "Pre-Action Conduct" and in particular Paragraph 4 concerning the court's powers to impose sanctions for failure to comply with the

Practice Direction. The Practice Direction is available on the Ministry of Justice website:
www.justice.gov.uk.

Next Steps

In order to prevent this matter proceeding further, the Pensions Regulator requires payment of the Outstanding Levy Debt within 14 days.

Payment can only be made directly to the Pensions Regulator as set out above. **Please do not send any correspondence or payment to us** as we are not instructed to deal with any queries you may have regarding this letter. If you do contact us direct, this is only likely to cause delay as any queries will be referred to the Pensions Regulator in any event.

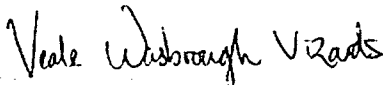
If you do not pay the Outstanding Levy Debt within this time, the Pensions Regulator will be entitled to issue Court proceedings against you. Should proceedings be issued, the Pensions Regulator will claim the Outstanding Levy Debt together with costs.

Advice

Free independent advice and assistance may be available from the organisations listed in the attached schedule.

If you have any queries in relation to this matter please telephone The Pensions Regulator on **0845 600 5666** and select option 1.

Yours faithfully



Veale Wasbrough Vizards LLP

Schedule

Organisation	Address	Telephone Number	Website
National Debtline	Tricorn House 51-53 Hagley Road Edgbaston Birmingham B16 8TP	FREEPHONE 0808 808 4000	www.nationaldebtline.co.uk
Consumer Credit Counselling Service (CCCS)	Consumer Credit Counselling Service Wade House Merrion Centre Leeds LS2 8NG	FREEPHONE 0800 138 1111	www.cccs.co.uk
Citizens Advice	See website for local office	See website for local office	www.citizensadvice.org.uk
Community Legal		0845 345 4345	www.clsdirect.org.uk