

Pension Practitioners
Dawes House
33-35 Daws Lane
LONDON
NW7 4SD

9 October 2014

Our Ref: 17/9018/SSAS JAK 2/AJK/CW – please quote this reference in any reply
Direct Dial: 08445 440 610

Dear Sirs

R T Quaife Engineering Ltd SSAS

Please find enclosed correspondence recently received from GBR Phoenix Beard relating to the property owned by the Pension Scheme at Gillingham Business Park.

As you should be aware, we have not been the administrator for this pension scheme since 27 July 2012. I would be grateful if you would ensure that GBR Phoenix Beard are advised of this change and that you ensure that yours and their records are updated.

Thank you for your assistance.

Kind regards

Yours faithfully



Alison Keiller
Technical Specialist – SSAS Department

Enc



Copy GBR Phoenix Beard



GBR Phoenix Beard
PROPERTY CONSULTANTS

Statement

Rowanmoor Trustees Limited
Rowanmoor House
46-50 Castle Street
Salisbury
Wiltshire
SP1 3TS

17/9018
All Enquiries To:-
GBR Phoenix Beard
The Exchange
19 Newhall Street
Birmingham
B3 3PJ
Telephone: 0121 200 4500

Ali Hewler ?
All Payments To:-
c/o Threadneedle Property Investments Ltd
Zurich Assurance Ltd
PO Box 3550
Swindon
SN3 9AP

Date: 15/08/2014

Our Ref: TA09683 / A0865L51

Premises: Gillingham, Gillingham Bus.Park
Neil Anderson (PB)

Due Date	Invoice Number	Description and To Date	Gross Amount	Outstanding Balance
24 Jun 2013	1091671	On Account Service Charges to 28 Sep 13	1,798.24	1,601.64
29 Sep 2013	1096720	On Account Service Charges to 24 Dec 13	1,798.24	1,798.24
TOTAL OUTSTANDING BALANCE:				3,399.88

Remittance Advice

Please make cheques payable to: Zurich Assurance Ltd

Please send payments to:

Zurich Assurance Ltd
c/o Threadneedle Property Investments
PO Box 3550
Swindon
SN3 9AP

Date: 15/08/2014

Our Ref: SEN0019 / A0865L11

METHODS OF PAYMENT

BY DIRECT DEBIT

We recommend Direct Debit as a method of payment. Here's why :-

- You remain in control and have the right to cancel at any time.
- You have a money-back guarantee in the unlikely case of an error.
- Time delays associated with manual payments are removed avoiding any occurrence of late payment interest.
- Direct Debit is the cheapest and most efficient payment method for you and us.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your Bank or Building Society.
- If the amount to be paid or the payment dates change Threadneedle Property Investments will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Threadneedle Property Investments or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

To pay by Direct Debit please email property.accounts-receivable@threadneedle.co.uk

By BACS

To pay directly into our clients bank account, please email property.accounts-receivable@threadneedle.co.uk for the bank account details.

By Post

To the payment address on the front of this notice. Cheques, postal orders and money orders should be made payable to Account Payee on the front of this notice. Please return the detachable slip below with your payment.

Late Payment will be subject to interest AS PROVIDED FOR UNDER THE TERMS OF YOUR LEASE

DEFECTIVE PREMISES ACT 1972

From 1st Jan 1974 this Act increases a landlord's potential liability where damage or injury is caused by disrepair. It is essential that you report immediately to us as your landlord's Managing Agents any defect or item of disrepair which might give rise to liability under the Act.



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