

Mr B Davis
Pension Practitioner.Com
Daws House
33-35 Daws Lane
LONDON
NW7 4SD

24 April 2013

Our Ref: 17/9018/SSAS JAK 2/LAH/JAK/CW – please quote this reference in any reply
Direct Dial: 08445 440 611

Dear Mr Davis

RT Quaife Engineering Ltd Small Self Administered Scheme

Rowanmoor Trustees Limited and Rowanmoor Group plc were removed as Independent Trustee and Scheme Administrator to the above Scheme on 27 July 2012 and you were appointed.

To date we have not received confirmation from you that the assets of the Pension Scheme have been re-registered and I am attaching correspondence we have received in connection with the Pension Scheme property that is still addressed to Rowanmoor Trustees Limited. Please could you confirm that the property has been re-registered to remove all reference to Rowanmoor Trustees Limited and deal with the attached invoice.

Should you have any queries, please contact me on the above direct dial number.

Yours sincerely



Julie King (Mrs)
Team Manager, SSAS Department

CBRE
Asset Management
Pacific House, 1st Floor
70 Wellington Street
Glasgow G2 6AU
Telephone: 0141 204 7666

Zurich Assurance Ltd
c/o Threadneedle Property Investments Ltd
PO Box 3550
Swindon
SN3 9AP
email: property.accounts-receivable@threadneedle.co.uk

To:
Rowanmoor Trustees Limited
Rowanmoor House
46-50 Castle Street
Salisbury
Wiltshire
SP1 3TS
United Kingdom

Rent and charges due on the following premises:

Phase 31 - Long Leasehold

Gillingham Business Park
Gillingham
Kent
ME8 0QH

Invoice no : ZAP/1089795
Tax point : 16-Apr-2013
VAT reg no: 107 8316 77
Tenant ref: TA09683
Lease ref: A0865L51
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Invoice on behalf of Zurich Assurance Ltd

Due Date	Details	From	To	Amount	VAT Code	VAT Amount	Line Total EFT
09-Apr-2013	Provisional S/Charge Review	01-Apr-2013	23-Jun-2013	0.49	ST1	0.10	0.59

Totals in Sterling Pound (GB)	0.49	0.10	0.59
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VAT Analysis	Net Amount	% Rate	VAT Amount
ST1 Standard New 20%	0.49	20	0.10

This Demand is issued without prejudice to the Landlord's rights in respect of any breach of the terms of the Lease

Statement and Remittance Advice

Invoice No	Due Date	Details	To	Amount	EFT	Inv no: ZAP/1089795 Tax point: 16-Apr-2013 VAT reg no: 107 8316 77 Tenant ref: TA09683 Lease ref: A0865L51
1089795	09-Apr-2013	Provisional S/Charge Review	23-Jun-2013	0.59		

ARREARS

Please send this
Remittance Advice via
post or email to the
address in the top
right-hand corner

All payments to:
Zurich Assurance Ltd

Total amount due in Sterling Pound (GB) 0.59

Sort Code: 30-00-02
Account No: 00098243

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.

CBRE

All Enquiries To:-
CBRE
Asset Management
Pacific House, 1st Floor
70 Wellington Street
Glasgow G2 6AU
Telephone: 0141 204 7666

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Account Payee on front of notice
c/o Threadneedle Property Investments Ltd
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