

HMRC  
Imperial House  
77 Victoria Street  
Grimsby  
DN31 1DB

Our Ref: LR/S0329

3 January 2014

Dear Sirs,

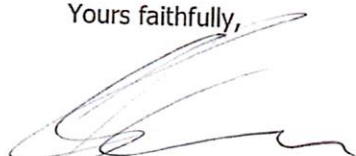
**Boyd & Lloyd Pension Scheme**  
**VAT No: 609 7631 22**

Please find enclosed a completed VAT484 to amend the contact details and bank details in relation to the VAT registration of the above scheme.

We also enclose copy correspondence from the pension scheme's previous trustee and confirm that your records should be updated accordingly if necessary. The name of the pension scheme has already been updated through HMRC online to reflect the change in trusteeship.

I trust all is in order but should you require anything further please contact me.

Yours faithfully,



Lucas Rosher  
SSAS Client Manager  
DDI: 0117 910 0595  
Email: lucas.rosher@curtisbanks.co.uk

You may use this form to tell us of any changes to your VAT registered business.

If you have ceased trading or transferred the business to a new owner, complete form VAT7 *Application to cancel your VAT Registration*.

If you have changed your legal entity, for example, from sole trader to limited company but would like to retain the same VAT Registration Number complete forms VAT1 and VAT68.

If you are registering a change in Partner(s), complete form VAT2 *Partnership details*.

These forms are available from our website, go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) from the home page select 'quick links' and then 'Find a Form'.

VAT Registration Number

6 0 9 7 6 3 1 2 2

Your full name

Your position within the company

For example, Proprietor, Partner, Director

## What do you want to tell us about?

Tick all boxes that apply

Changes to business contact details ☒ complete section 1

Change bank details ☒ complete section 2

Change VAT Return dates ☐ complete section 3

Transfer of the business ☐ complete section 4

### 1 Changes to business contact details

For Partnership/Sole traders only

New name(s)

If you are changing your own name provide a copy of your marriage, divorce or deed poll certificate

For Incorporated companies only

New company name

Provide the Certificate of Incorporation for change of name from Companies House

New trading name

If you have changed the address of the principal place of business, what is the new address?

We do not accept an accountant's address, director's home address, PO Box address or c/o address

Colston Trustees Limited
15th Floor
Colston Tower
Colston Street
Bristol
Postcode BS1 4UX

Contact numbers

Phone	0117 910 7910
Fax	0117 929 2514

Business email and website addresses

Email	PAUL.KEEPP@CUATSBANKS.CO.UK
Website	

### 2 Change bank details

The bank account must be in the name of the registered person or company and must be held in the UK.

These bank details are used by HMRC to make any repayments of VAT to your business. If you pay your VAT by Direct Debit, we record those bank account details separately. You will need to log in to HMRC Online Services to keep those up-to-date.

Account name

BOYD AND LLOYD PENSION SCHEME

Sort code

3 0 - 9 4 - 8 0

Account number

0 3 5 3 0 8 2 4



VAT Registration Number

6 0 9 7 6 3 1 2 2

### 3 Change VAT Returns dates

I wish my VAT returns to end on the last days of:

March, June, September and December ☐

April, July, October and January ☐

May, August, November and February ☐

I wish to apply for monthly returns ☐

Note: Monthly returns are only allowed if a business is in a regular repayment position

### 4 Transfer of the business

If you have transferred your business to a new owner, give the details of the new owner

Name

Address

Postcode

The new owner is

An individual ☐ A company ☐

Date of transfer DD MM YYYY

Does the new owner wish to apply to keep the existing VAT Registration Number?

No ☐ Yes ☐

If 'Yes' you will both need to complete form VAT68

### Any other changes

Replacement of Cardens Pension Trustees LTD in favour of Colston Trustees LTD - see attached Deed and copy letter

It is important that the changes are authorised by the appropriate person. The details can only be amended with the written authority of the registered person.

Acceptable signatories are as follows:

- Incorporated Company - a Director or Company Secretary
- Limited Liability Partnership - a member of the LLP
- Partnership - any one of the listed Partners
- Sole Proprietor - him or herself
- Non-Profit Making Body - Chairperson, Treasurer, Trustee or Secretary
- Local Authority - Town Clerk, Head of Finance or Treasurer

Other signatories such as accountants, solicitors will only be accepted after an original form 64-8 *Authorising your agent* has been completed. This form is available from our website.

### Declaration

I declare that the information I have given on this form is true and complete

Signed

Full name

SIMON TULLELL

Date DD MM YYYY

03 01 2013

Capacity in which signed

For example, Proprietor, Partner, Director

Director of Colston Trustees Limited

Return the completed form to: Grimsby National Registration Service, HM Revenue & Customs, Imperial House, 77 Victoria Street, Grimsby DN31 1DB