Pension Practitioner.com

Tel: 0800 634 4862
Fax: 020 8711 2522
Email: info@pensionpractitioner.com

Private and Confidential
Mr Roger Howell
Howell Jacks Ltd
36 Cil-Y-Coed
Waunarlwydd
Swansea
Wales
SA5 4TF

05 March 2013

Dear Roger,

Self Administered Scheme

Please find enclosed the draft documentation to establish a self administered scheme as discussed.

For ease of signing I set out below a summary of the paperwork that you will be signing.

1. Trust Deed - this is the legal deed in which the company creates the scheme and appoints members as trustees to hold the assets of the scheme for your benefit. There is nothing in the deed which should give you cause for concern as you control the scheme as the Trustees.

2. Member announcement x 1 - As stated, the Company invites you for membership to the scheme and must state what benefits, if any, it is intended to provide. It is written in a format that places no legal requirement for the Company to contribute any specified amount.

3. Deed of appointment of Practitioner - the attached Deed appoints us to act on your behalf under Deed; this allows us to deal with all matters on the Administrator's behalf. Howell Jacks Ltd will be the registered Administrator of the scheme; we will be the Practitioner acting on behalf of the registered Administrator.

   The Administrator is legally responsible for making annual returns to HMRC and ensuring the good governance of the scheme. We fulfil those responsibilities for the Trustees and Administrator as part of our annual administration service.

4. Our Terms of Business - this covers items such as how we operate, the information we hold on your behalf, termination and remuneration. It will need to be signed by you all as the Trustees in order that we can proceed.

5. Please find enclosed an application to open a bank account. We have an arrangement with Bank of Scotland for the pension scheme account; they will provide you with a cheque and paying in book.

Costs - I confirm that the set up cost amounts to £780.00 plus VAT for one member. The administration of the scheme for one year is on fixed fee terms and this amounts to £760.00 per annum plus VAT; this is invoiced following the commencement of the scheme. It will also be subject to successful registration of the scheme with HMRC. The annual administration fee covers everything necessary for the proper administration of the scheme; it also includes advice, scheme administration, meetings and general care and conduct throughout. It will be collected by direct debit on a quarterly basis.

Finally, I confirm that we are not signatories to any investments or bank accounts and do not recommend or promote any investment products or give investment advice.

Please return all the enclosed paperwork to me at the office; you need not take any copies of the enclosures as I will be returning the originals to you once we have completed the set up of the scheme. When returning the enclosures, I will need a copy of each member's passport plus a recent utility bill (no less than 3 months old) in order that money laundering requirements can be adhered to.

If you have any questions regarding the enclosures please do not hesitate to get in touch.

Kind regards

Yours sincerely

Brad Davis
For Pension Practitioner .Com

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