HM Revenue and Customs

Pensions Schemes Services

BX9 1GH

Date: 29/04/2024

Dear Mr Bhandal,

**Spencer Skuse & Potter SSAS**

**Your Ref: APSS530**

**SRN: S0000034708**

Thank you for your letter dated 3rd April 2024. Please find below the requested information to assist with the registration of Spencer Skuse & Potter SSAS.

1. Please find enclosed a copy of the scheme rules. I can confirm that there have been no executed amendments to the rules.
2. Please find enclosed a signed and dated copy of the Trust Deed establishing the scheme. There have been no amendments made to that deed.
3. As per the scheme rules that have been enclosed.
4. The scheme has no bank account at present. The trustees will require evidence confirming that the scheme has been tax registered before an account can be opened.
5. The scheme is intended to have two members. Please see below the members details:

John Michael Potter

Address: 21 Bettws-Y-Coed Road, Cardiff, CF23 6PH

NI Number: JP332568A

Phone Number: 07967302156

Graeme Matthew Skuse

Address: 40 Clive Road, Canton, Cardiff, CF5 1HJ

NI Number: JZ544492A

Phone Number: 07973827807

1. The scheme is being set up for the two members listed above. The scheme will not be marketed. There are no introducers involved.
2. The scheme will be funded by the contributions from the sponsoring employer of SSAS plus ongoing pension transfers from previous providers, the total amount of which will be approximately £150,000.

Once the pension transfers are completed, the investment being considered is a commercial office premises purchase currently held by the sponsoring company.

1. The Trustees anticipate the scheme to be worth approximately £150,000 at the end of the first year of its existence plus growth.

1. The scheme will not be offered for auto enrolment.
2. Employer adhered to the scheme:

Employer Full Name: Spencer Skuse & Potter Limited

Address: 17 Lambourne Crescent, Llanishen, Cardiff, Wales, CF14 5GF

Phone Number: 02920487210

Number of people employed: 9

Registered for tax with HMRC: Yes

PAYE Ref: 475/VB30446

VAT Ref: 282455251

Corporation Tax Reference: 7978919674

Partnership Tax Reference: N/A

Self-assessment tax reference: N/A. Employer is not an individual.

1. N/A
2. Scheme Trustees:

John Michael Potter

Address: 21 Bettws-Y-Coed Road, Cardiff, CF23 6PH

NI Number: JP332568A

Phone Number: 07967302156

Graeme Matthew Skuse

Address: 40 Clive Road, Canton, Cardiff, CF5 1HJ

NI Number: JZ544492A

Phone Number: 07973827807

Scheme Administrator:

RC Administration Limited

Company Number: 12409200
Company Address: 1a Park Lane, Poynton, Stockport, England, SK12 1RD

Contact number:  0330 311 0839

Email: info@rcadministration.com
Role: Registered Administrator

RC Administration Limited, which I am a director of, is a SSAS administration company.

I have performed scheme administration work for several years and I have the required pensions knowledge to act in this capacity. I am also registered as scheme administrator under ID number: A0150724.

Accountant Details;

Davies Williams Chartered Accountants

Company Address: 16 Cathedral Rd, Pontcanna, Cardiff CF11 9LJ, United Kingdom

Phone Number: +44 29 2082 9800

Email Address: simon@davieswilliams.co.uk

This is the only scheme we have been asked by the Trustees to set up.

Should you require any further information, please advise me accordingly.

Yours Sincerely,

David Nicklin (CERT PFS), Director

**For and on behalf of RC Administration Limited**

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