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**Private & Confidential**  
Mr Colin Taylor  
34 Orchard Avenue  
Cannock  
Staffordshire  
WS11 1JD

20 August 2010

Dear Colin,

**Staffordshire Business Systems Executive Pension Scheme**

I am please to confirm that we have completed the takeover of the pension scheme from your former administrators and I enclose your welcome pack containing the following:

1. Takeover Report showing the changes that have been made to the pension scheme with your login codes for the pension scheme.
2. Original Deed of Removal for safekeeping
3. Fact Sheet showing how we will administer your scheme
4. Investment selection – this contains a list of investments you can make with your SSAS
5. Scheme invoice in respect of the takeover and administration of the scheme for 2010/2011. We have not charged for the Deed of Appointment of the second trustee.

Finally, if you have any query regarding these enclosures please feel free to get in touch.

Kind regards

Yours sincerely

Gavin McCloskey  
**For Pension Practitioner .Com**

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Company Reg No: 6028668; VAT Reg No: 894312018; HMRC Practitioner Reg No: 00005886

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