Dear Trustee,

I hope that you are well.

The renewal and tax returns are due to HMRC for your pension scheme and in order for us to complete the pension scheme return on time we require the following information as soon as possible.

1. Detailed transaction history on the pension scheme bank account (we have your Metro Bank account transactions)As you can see from the bank account €500k was withdrawn to a Spanish lawyer to complete the loan Playa Blanca Plots SL (a Spanish Co.). The loan agreement is attached.This is the only transaction.

2. Asset values as at 05 April 2017, i.e. investments, property, shares, loans. Artemis valuation attached. Loan of €500k to Playa Blanca Plots SL,interest not payable to repayment so advise no value is assigned to the interest. Balance of deposit monies in Metro (now AIB).

3. Details of any assets purchased or disposed of during the period. None

Any other information you feel may be beneficial in the process of us completing your scheme return will be greatly received, also if possible a brief email outlining any movements within the scheme during the period and any other documentation, statements or other attachments that you feel would be relevant in helping us to calculate and complete your pension scheme return as soon as possible.

Nothing further to add Emily.