Private and Confidential

Mr PA & Mrs V Scivill

Avenue Farm

Old Hay Lane

Sheffield

S17 3AT

 4th July 2018

Dear Mr & Mrs Scivill,

**Televideo SSAS**

Following a review of the pension scheme file, please find enclosed the following items for your safekeeping.

* Trust Deed and Rules - this is the legal deed in which the Company created the scheme. We have affixed the rules to this deed, if there are any aspects of the rules which you wish to discuss, please let me know.
* Member announcement - please retain this as evidence of your membership to the pension scheme in the event of any queries from the Pensions Regulator.
* Deed of Appointment of Administrator and Practitioner - please retain the original in the event that it must be presented to HMRC or the Regulator.
* Trustee Resolution regarding the Land at Avenue Farm – We have retained copy for our records. Please retain the original in the event it may need to be presented to HMRC.

You will receive regular newsletters on SSAS, together with details of any major changes to pension schemes, which we feel you should be aware of. Shortly, you will be able to view and use inter-actively online pension tools which are being developed to help you get the most out of your pension scheme. We will write to you further on this in due course.

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

Yours sincerely

**Emma Dane**

**Senior Pensions Administrator**

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