

Mr Gavin McCloskey  
Pensions Practitioner.com  
Daws House  
33 -35 Daws lane  
London  
NW7 4SD

**Correspondence Address**  
Fitzalan House, Fitzalan Court  
Fitzalan Road  
Cardiff  
CF24 0EL

Direct Line 029 2055 7051  
Direct Fax 0845 880 0055/6  
Our Ref. SSAS/3112  
Your Ref.

[www.premierpensionservices.co.uk](http://www.premierpensionservices.co.uk)

Thursday, 23 September 2010

Dear Mr McCloskey

**The Microcopy Services Ltd Directors Retirement Plan - 3112**

Please find enclosed your letter dated 31 August 2010. Please be aware that the address you hold for Mr Stevens is incorrect, the address you have used is the former Professional Trustee address.

Can you please arrange to update your records accordingly.

Please feel free to contact me if you have any questions.

Yours sincerely

A handwritten signature in black ink that reads 'Anthony Lynch'.

Anthony Lynch  
Pensions Technician



**Pension**  
**Practitioner.com**

Daws House  
33-35 Daws Lane  
London NW7 4SD

Freephone: 0800 634 4862  
Fax: 020 8711 2522  
Email: [info@pensionpractitioner.com](mailto:info@pensionpractitioner.com)

08/12/2009.



Microscopy Systems Ltd  
32 Baber Court  
Buckingham  
Lea Park  
Buckingham  
MK18 2UL

with compliments

**Private and Confidential**

Mr L Stevens  
Microcopy Services Limited  
Fitzalan House  
Fitzalan Court  
Fitzalan Road  
Cardiff  
CF24 0EL

31 August 2010

Dear Lee

**Pension Scheme Event & Returns**

We are required to submit an annual return and review of transactions for your pension scheme for the tax period 6<sup>th</sup> April 2009 to 5<sup>th</sup> April 2010.

We will also use this information to prepare your benefits statement(s) and bring you up to date with proposed changes to pension rules.

At this stage, we require a copy of your bank statements for all accounts in respect of the tax period to 5<sup>th</sup> April 2010. If you have a share portfolio, your broker has a statutory requirement to issue you with a tax certificate for the tax year to 5<sup>th</sup> April 2010; please provide us with a copy of that certificate.

If you have made loans from the pension scheme to your business, we will write to you separately regarding this.

It would also assist us if you could complete and sign the enclosed questionnaire. We will require this questionnaire back with the other data by 21 September 2010.

Thank you for your assistance

Yours sincerely

Gavin McCloskey  
For Pension Practitioner .Com

## Pension Scheme Return & Event Questionnaire

### Information required for the pension scheme return

The scheme administrator is required to complete a pension scheme return for the tax year. We undertake this as part of our pension scheme service to the trustees. The return is over 11 pages long. In addition, there may be an event report due, presently there are over 16 different event reports that may arise.

We have condensed the information needed into a short questionnaire. Please check the appropriate box and return this form to us. If there are any parts of this form that you are unsure of please contact your scheme consultant.

**Commencing on 6<sup>th</sup> April 2009 and ending on 5th April 2010**

**Yes    No**

- |  | Yes | No |
|--|-----|----|
| 1. Did the scheme have any interest tangible moveable property*  |     |    |
| 2. Did the scheme own or dispose of any shares in the sponsoring employer                                    |     |    |
| 3. Did the scheme acquire or own shares in an unquoted company, this excludes the sponsoring employer        |     |    |
| 4. Did the scheme acquire any assets from a connected party** directly or indirectly                         |     |    |
| 5. Did any member take funds from the scheme – other than as pension income                                  |     |    |
| 6. Do you require a trustee meeting. If yes, this will be arranged on receipt of the completed questionnaire |     |    |

#### Notes:

\*Tangible moveable property includes: Assets that you can touch and move, such as fine wines, machinery, works of art, assets that have a lifespan of less than 51 years e.g. patents.

\*\*A connected party includes: A relative, a partner, co-director, or co trustee.

A connected party may also include a company that does not participate in the scheme but may be connected to you through the associations given above.

In order that we may prepare your benefit statement, we will require the total remuneration, inclusive of dividend income for each scheme member. Please give the name and remuneration below for income in respect of the tax year ending 5<sup>th</sup> April 2010.

.....  
.....  
.....  
.....  
.....

Scheme Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Pension Practitioner .Com Limited at:

Daws House  
33-35 Daws Lane  
London  
NW7 4SD

You can also email this form with other paperwork we may have requested you to provide in the cover letter to: [post@pensionpractitioner.com](mailto:post@pensionpractitioner.com)

