

**Private and Confidential**

Lee Stevens  
MICROCOPY SERVICES LTD DIRECTORS RETIREMENT PLAN  
Balmer Cut  
Buckingham Industrial Park  
Buckingham  
MK18 1UL

12 June 2011

Dear Lee,

**RENEWAL AND PENSION SCHEME TAX RETURN**

The pension scheme tax return for your scheme fell due on 5<sup>th</sup> April 2011 and we will be making this return shortly on your behalf.

At this time, we require a copy of all pension bank statements from 6<sup>th</sup> April 2010 to 5<sup>th</sup> April 2011. If you hold investment portfolios with stock broking companies or an online share dealing account, you should have received a tax certificate and portfolio valuation from your provider for the closing tax period. Please forward a copy of this information also to us by 1 July 2011. If you do not have this information, please request it from your provider.

Once we have made a reconciliation of banking transactions, we will be in touch regarding other investment holdings, which you may have. Please also ensure that any receipts and withdrawals to and from the pension scheme bank account are clearly labelled as to what they are in respect of.

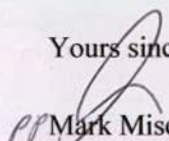
When returning this information, please complete the enclosed questionnaire. This questionnaire allows us to prepare your benefit statements and will give you the option to request a trustee meeting to discuss and review your scheme and requirements.

We are registered with HM Revenue & Customs as a Company Service Provider and are required to adhere to their code of conduct regarding the movement of money through pension accounts. If we do not have authority on your pension bank accounts, please complete the attached authority instruction form and return this to us. It will allow us to obtain information from time to time as part of our legal requirements.

If you have any queries in connection with this please speak contact us or email us at: [admin@pensionpractitioner.com](mailto:admin@pensionpractitioner.com)

Thank you for your assistance.

Yours sincerely



Mark Miserotti

**For Pension Practitioner .Com**