

## Second reminder

# The Pensions Regulator

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### To the Trustees of:

The Microcopy Services Ltd Directors Retirement Plan F63419  
C/O Pension Practitioner  
Daws House  
33-35 Daws Lane  
NW7 4SD

Napier House  
Trafalgar Place  
Brighton  
BN1 4DW

T 0845 600 5666 (option 1)  
F 0870 241 1144  
E [exchange@thepensionsregulator.gov.uk](mailto:exchange@thepensionsregulator.gov.uk)

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)  
[www.trusteetoolkit.com](http://www.trusteetoolkit.com)

*Our Ref: 10267227*

*Date: 21/12/2015*

Pension Scheme : The Microcopy Services Ltd Directors Retirement Plan F63419

Dear Sir/Madam,

There is an outstanding levy payment of £29.00 for the above pension scheme.

Under the Pensions Act 2004, trustees or managers of pension schemes eligible for levy are liable for the payment of that levy. The Regulator has a duty to collect all outstanding debt from schemes that are eligible to pay the levy and will pursue old debt from previous levy periods which remains unpaid

The above amount is now overdue and needs your immediate attention. Please arrange for payment to be made within the next **fourteen days** to avoid further action being taken.

You can download a copy of the up-to-date statement and outstanding invoices from our website. It's also easy to set up a Direct Debit agreement (our preferred method of payment) on our website.

### How to log in and access your scheme documentation

- Log in at: <https://exchange.thepensionsregulator.gov.uk>
- Navigate to the 'My schemes' page and select from your list of associated schemes\*.
- Choose 'Maintain / View scheme levy' from the 'Scheme options' page. From here you can select to make a debit card or direct debit payment, set a levy waiver or view and download your current statement and historical documents.

\*If you've not yet registered or associated to your scheme, please phone us on 0845 6005666 (Option 2) to obtain your scheme key.

Payments can also be made via BACS to the following account:

Account Name: The Pensions Regulator - Levy Account

Sort code: 40-14-03

Account Number: 42012669

Bank: HSBC

Bank Address: 153 North Street, Brighton BN1 1RE

Please ensure you quote your pension scheme number (Our Ref above) as the payment reference.

If you have recently made a payment to clear the outstanding amount, have any query regarding the amount due or if there are any circumstances that may be delaying payment, please contact us (details above).

Your sincerely

Debt Collection Team