

Private and Confidential

Mr Dominic Threlfall
Pebbley Beach Limited
West Swindon Motor Park
Paddington Park
Bridgemoor
Swindon **SN5 7SB**

9 August 2011

Dear Dominic

Self Administered Scheme

Please find enclosed the draft documentation to establish the pension scheme.

There is quite a lot of paperwork that needs signing but for ease I have pencilled who needs to sign where. I also set out below a summary of the paperwork that you and the other members will be signing.

1. Trust Deed – this is the legal deed in which the company creates the scheme and appoints members as trustees to hold the assets of the scheme for your benefit. There is nothing in the deed which should give you cause for concern as you control the scheme as the member trustees.
2. Member announcement x 4– As stated, the Company invites you membership to the scheme and must state what benefits, if any, it is intended to provide. It is written in a format that places no legal requirement for the Company to contribute any specified amount.
3. Deed of appointment of Practitioner – the attached Deed appoints us to act on your behalf under Deed; this allows us to deal with all matters on the Administrator's behalf. Your firm will be the registered Administrator of the scheme; we will be the Practitioner acting on behalf of the registered Administrator.

The Administrator is legally responsible for making annual returns to HMRC and ensuring the good governance of the scheme. We fulfil those responsibilities for the Trustees and Administrator as part of our annual administration service.

4. Our Terms of Business – this covers items such as how we operate, the information we hold on your behalf, termination and remuneration. It will need to be signed by you all as the Trustee in order that we can proceed.

5. Please find enclosed an application to open a bank account. We have an arrangement with Investec Bank plc for pension scheme account; they will provide you with a cheque and paying in book, plus there is online banking. Any cheques deposited can be made via a Lloyds TSB branch. Terms of business for this account is also enclosed.
6. Direct debit mandate – once the pension scheme account has been opened we will collect the quarterly administration fee of £362.50 plus vat by direct debit. Please sign and return this form to me, once the trustee account has been opened we will insert the scheme account details.

Please return all the enclosed paperwork to me at the office; you need not take any copies of the enclosures as I will be returning the originals to you once we have completed the set up of the scheme. We will also send a duplicate copy to Mike Hitt.

I am liaising with your accountant on the valuation of the shares, based on the information provided I think it highly unlikely that the value of the business is less than the amount required for the pension scheme loan but I understand that Michael Lloyds' preference is for the pension scheme to be tax registered prior to completing this instruction.

Finally, when returning the paperwork the Company will need to enclose a cheque for the set up of the pension scheme. This will need to be drawn in favour of Pension Practitioner.Com Limited for the amount of £1500 plus vat; the gross amount being - £1800.

Mike is on vacation but if you have any queries or wish to talk through the paperwork please let me know.

Yours sincerely



Gavin McCloskey
For Pension Practitioner .Com

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