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Private and Confidential  
Mr Victor H. Johnson  
The Victor Johnson SSAS  
Cefn Golau Park  
Cefn Stytle Road  
Gowerton  
Swansea  
SA4 3QX

21<sup>st</sup> November 2018

By post and email: [victorjohnson@hotmail.com](mailto:victorjohnson@hotmail.com)

Dear Victor,  
**Re: Pension Scheme Review for "The Victor Johnson SSAS"**

The 2018 pension scheme return to HMRC is now due and we do not have enough information to submit the return on behalf of you as the Trustee.

Can you please provide us with the following:

1. Bank statements for the pension scheme account (Handelsbanken)
2. Asset valuations as at 05 April 2018
3. Mortgage / Loans outstanding as at 05 April 2018

Your annual administration invoice is outstanding and we kindly ask that you settle this as soon as possible to avoid any delays in our reporting to HMRC and the Pensions Regulator. Invoice 4880 enclosed.

If you have any questions please do not hesitate to call me.

Yours sincerely,

A handwritten signature in black ink that reads 'Stacy Lunnon'.

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Stacy Lunnon  
SSAS Consultant