

SSAS Department
3RD Floor, Zone 2
Dundas House
20 Brandon Street
Edinburgh
EH3 5PP

Pension Practitioner.com
Daws House
33-35 Daws Lane
London
NW7 4SD

Tel: 0845 6060 018
Fax: 0131 274 8609

4 March 2014

Dear Sirs

Retirement Account Plan

Pre- retirement notice

Member's name	Mr M R Tozer
Scheme name	Vortex Designs SSAS
Scheme number	H56153
Selected retirement date	11 October 2014

Mr Tozer is due to reach his selected retirement age on 11 October 2014.

As the policy is now held with us for investment purposes only we would expect the proceeds to be taken at the selected retirement date. To enable us to pay the proceeds to the Trustees bank account please forward written confirmation from the Managing Trustee, Pension Practitioner.com and provide details of the Trustee bank account. Alternatively a cheque can be drawn made payable to the Trustees.

If benefits are to be deferred in line with the main scheme, please confirm the date the benefits should be deferred to and I will mark our records accordingly.

I look forward to hearing from you.

If you would like to contact us please call our local rate telephone number **0845 6060 018**. We are available to answer calls from 9.00am to 5.00pm Monday to Friday.

Yours faithfully

Fiona Dawson

Fiona Dawson
Customer Service Representative