

Flat 3 4 Rushton Crescent
Talbot Woods
Bournemouth
BH3 7AF

June 3 2024

Registered Scheme Administrator Limited
Office 12
Venture Wales Building
Pentrebach
Merthyr Tydfil

Dear Sir/Madam

Ref: PSTR00823839RH

We are trustees of this scheme and you'll find us listed under our full names:

Helen Anne Winter
Lisa Janet Kent

And under our company name which is Lorca Investments Limited.

As our scheme administrator, we're writing to you in the hope that you can help us.

We've not been receiving reports or updates about the scheme for several years and we'd like to ensure you have our contact details in case we're not receiving this due to an administrative issue.

We've spoken to HMRC as we have some concerns over compliance, specifically the Preference Share Issue set up in 2018, which was invested into various funds managed through Carlton James.

With the assistance of HMRC we would like to look into the validity of the PSI.

We are asking for you to engage with us and help us manage our combined SSAS.

Additionally, we would like to remind you of your responsibilities as the scheme administrator. These responsibilities include, but are not limited to:

1. Compliance with Legislation and Regulations: Ensuring the scheme complies with all relevant pension regulations and tax laws, including filing annual returns and reports with HMRC, and meeting the requirements set out by The Pensions Regulator.
2. Record Keeping: Maintaining accurate and up-to-date records of all scheme transactions, member details, and investments. This includes keeping detailed records of contributions, benefits paid, and transfers in and out of the scheme.
3. Scheme Accounts and Audits: Preparing and maintaining the scheme's accounts, and arranging for the annual audit of the scheme if required.
4. Investment Management: Monitoring the performance of the scheme's investments and ensuring that investments comply with the scheme rules and regulatory requirements. This also includes providing Trustees with regular updates on investment performance and strategy.
5. Member Communications: Providing members with annual statements and any other required documentation, and handling member queries and communications regarding their benefits.

6. Scheme Governance: Organising and attending Trustee meetings, ensuring Trustees are informed about their responsibilities and any changes in legislation or regulations, and providing necessary training or resources to Trustees.

To date, apart from filing regular accounts with HMRC, we have not observed evidence of these critical functions being performed. It is imperative that these responsibilities are fulfilled to ensure the proper administration and compliance of our SSAS.

If we do not hear from you by Wednesday 12th June, HMRC have advised us to escalate to them.

Thank you for your prompt attention to these matters.

Sincerely,

Helen Anne Winter
Lisa Janet Kent
Lorca Investments Limited

We look forward to hearing from you in due course.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Helen Winter, Lisa Kent'.

Helen Winter, Lisa Kent