

DRAFT LOAN REQUEST LETTER

This is a draft request letter to be prepared and signed by two company Directors of the borrowing company on their own letterhead.

Trustees of the **'insert pension scheme name'**

Whitehall Group UK Limited  
Warth Business Centre  
Warth Road  
Bury  
BL9 9TB

Loan to **'insert company name'**

Dear Sirs,

The Directors of **'insert company name'** formally request the Trustees of the **'insert pension scheme name'** for a loan in the amount of £.....

The loan will be used solely for the following purpose(s): **'insert full details of the purpose of the loan'**

We agree to the terms and conditions of the loan as set out in the attached Loan Agreement and we confirm that, in our opinion, the company is solvent and will be able to meet the capital and interest payments on the agreed due dates and repay the capital in full by the repayment date.

The company is actively trading (or has been established solely for the purpose of a legitimate commercial trading activity).

The company has never been involved in or has not been established for the purpose of pension liberation.

None of the company directors are involved in any activity that could result in either the pension scheme or the Scheme Administrator being subject to Unauthorised Payment charges as defined in the Finance Act 2004 and any subsequent legislation adding to or amending the same.

Yours faithfully,

.....  
Director

.....  
Director

Date: .....