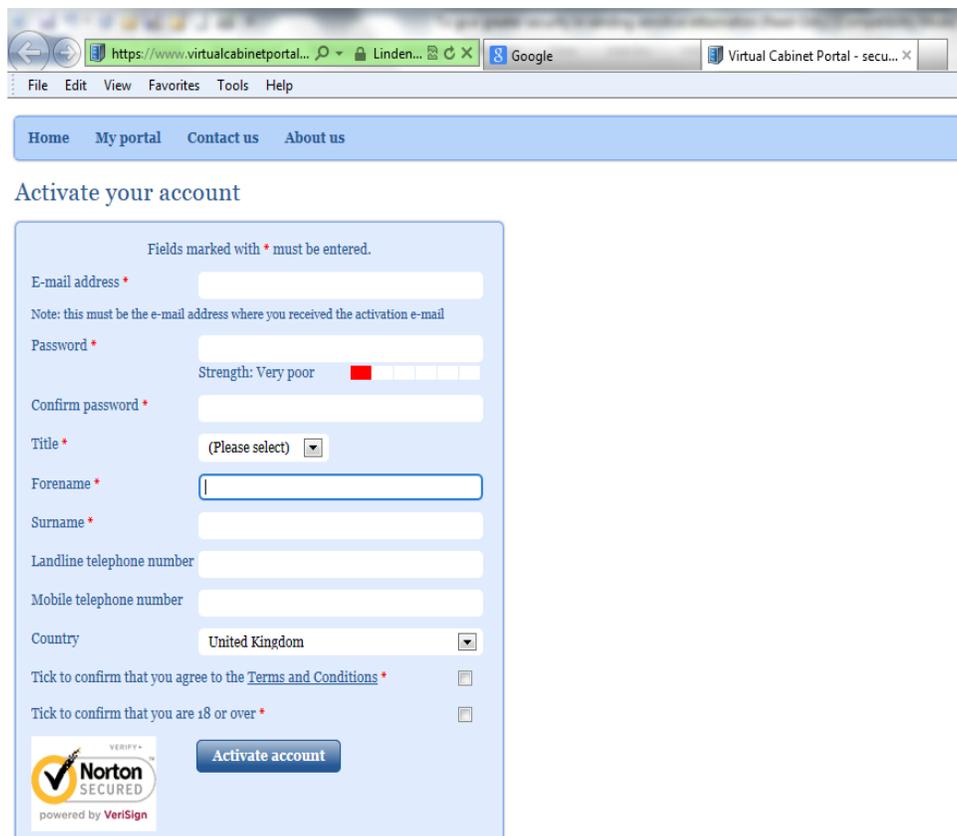**The Virtual Cabinet Portal**

To give greater security in sending sensitive information to our clients, we have installed new software enabling us to publish such documents into a portal which is a much safer and extremely secure way of electronically sending information.

Consequently you will receive an email on our behalf via The Virtual Cabinet Portal, which will contain instructions how to retrieve any document we have sent via this method. If this is the first time you have received any documentation via a portal, you will need to do the following:-

To view the document go to the 'Activate your account' on The Virtual Cabinet Website which looks like below by clicking 'View this document' in the e-mail. If you enter your registration details as requested using the same e-mail address which we used to send you the documents, once you complete the registration and click 'Activate Account' you will be able to view the documents sent to you.

If we require you to approve the document, such as a Tax Return or VAT Return etc, the e-mail will contain an authorisation code which you will need to use to approve to document.

Once you have checked the document and if it can be approve, please insert the authorisation code in the space as indicated on the screenshot below and click sign. However, if you believe that changes need to be made, please insert the authorisation code into the space as indicated on the screenshot below and click reject.
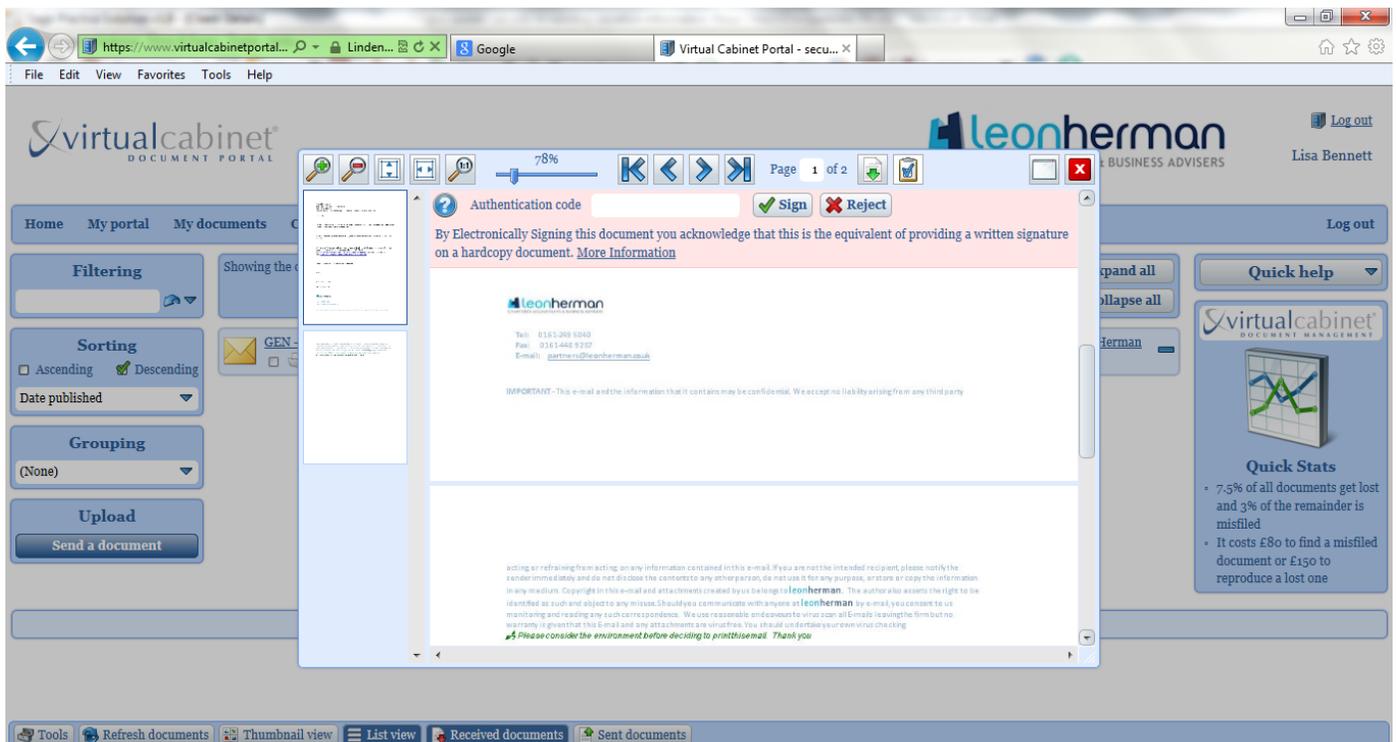
However, if you have any issues retrieving documents or are unsure how to progress, please do not hesitate to contact us and we will guide you through the registration process.

Peter Brassington: peterb@leonherman.co.uk or Julie Burns: julieb@leonherman.co.uk

Whilst all due care and attention has been taken in the preparation of this review, we cannot accept responsibility for loss occasioned by any person acting or refraining from action as a result of material contained herein. There is no substitute for professional advice specifically tailored to your personal circumstances. We can give that advice and welcome the opportunity of assisting you.