talbotandmuir

SSAS Takeover Questionnaire

Please complete this questionnaire as fully as possible. We take the privacy and security of your personal information very seriously. The information you (or a third party) provide us with will be processed in accordance with our Privacy Notice: nucleusfinancial.com/privacy-notice

Scheme details

Scheme name

Pension Scheme Reference No. (PSTR)

Pension Regulator's PSR No.

Information Commissioners Office Registration Number

Is scheme registered for VAT? ☐ Yes ☐ No

If yes, VAT reg. number

Who is responsible for VAT returns?

Who is responsible for processing any member's PAYE on benefit payments?

Are all HMRC Scheme Returns completed and up to date? ☐ Yes ☐ No

Are there any pension sharing or earmarking orders in existence on the scheme? ☐ Yes ☐ No

Are there any professional reasons why we should not accept the appointment? ☐ Yes ☐ No

Existing scheme administrator

Scheme administrator name

Scheme administrator address

Post code

Telephone number

Contact name

Trust deed

Please provide details of all trust deeds below along with copies or originals of each document.

Trust deed (eg Deed of establishment, deed of appointment, trust deed and rules

Date

Date

Date

Date

Date

Sponsoring employer details

Employer's name

Type of employer

Eg, Limited company, Limited Liability Partnership, Charity, Sole trader etc.

Employer's registered address

Post code

Registered number

Telephone number

Fax number

Email address

Contact name

If a different address should be used for correspondence please provide details below

Correspondence address

Post code

Please provide responses in relation to the sponsoring employer

They carrying on a trade in the UK? ☐ Yes ☐ No

They are resident in the UK for tax purposes? ☐ Yes ☐ No

They have at least one employee? ☐ Yes ☐ No

An employee is defined for these purposes as an individual employed by the sponsoring employer named above and taxed on a PAYE basis

Guidance notes

Scheme accountant

Contact name

Name of firm

Address

Post code

Telephone number

Fax number

Scheme financial adviser

Name of adviser

Name of firm

Address

Post code

Telephone number

Fax number

FCA Reference Number

Scheme assets

Please provide details of the assets currently held within the scheme including any bank accounts, mortgages, unitised investments and share holdings

Asset type	Description	Policy/Acc no.	Approx value

Loan backs

Please provide the following information where the scheme has granted a loan back to the sponsoring employer. Please also provide copies of any loan agreements, legal charge documentation and repayment schedules

Date loan advanced	Amount	Term	Interest rate	Security

Are all the loan repayments up to date? ☐ Yes ☐ No

If no, please provide reasons why, along with details of any arrangements being made to bring the arrears up to date.

Property

Where the scheme owns commercial property, please provide the following information along with any copies of leases, Land Registry Documents and independent valuations

Property 1

Address

Date purchased

Current value

Date last valued

Purchased from a connected party? Yes No

Tenant

Annual rent

Is rent subject to VAT? Yes No

Lease start date

Lease expiry date

Rent review due

Are rental payments up to date? Yes No

Property 2

Address

Date purchased

Current value

Date last valued

Purchased from a connected party? Yes No

Tenant

Annual rent

Is rent subject to VAT? Yes No

Lease start date

Lease expiry date

Rent review due

Are rental payments up to date? Yes No

Property 3

Address

Date purchased

Current value

Date last valued

Purchased from a connected party? Yes No

Tenant

Annual rent

Is rent subject to VAT? Yes No

Lease start date

Lease expiry date

Rent review due

Are rental payments up to date? Yes No

If any properties have rental payments that are not up to date please provide reasons why, along with details of any arrangements being made to bring arrears up to date.

Share of fund

Please provide details of the last known member share of fund

Member name	Valuation date	Fund value

Declaration

To be completed by the sponsoring employer/trustee. (please tick each box and sign below)

- I confirm that I have read and understood the information above and understand that Talbot and Muir and the corporate trustee will obtain, record, process and hold information and other such personal data as may be required to administer the SSAS in accordance with our Privacy Notice which you can access here - nucleusfinancial.com/privacy-notice.
- I also understand that in accordance with our Privacy Notice Talbot and Muir may disclose to a third party such information about members of the SSAS as may be required by that third party to enable them to trace a member's whereabouts in the future should they be unable to do so and require their assistance.
- Where I disclose personal data relating to employees who are going to participate in the SSAS (or other individuals, such as people connected to those employees or employees who are involved in the administration of the SSAS) I am lawfully entitled to disclose this information to you for the purposes of you establishing and operating the SSAS or such other purposes as I provide the information to you for, and I have informed the relevant individuals that I have provided the information to you and provided them with a link to your Privacy Notice (or a copy of it).

Signed

Date

Name

Documentation

Please enclose the following with this Questionnaire

- A member questionnaire for each scheme member.
- All Trust Deeds relating to the Scheme.
- All Loan back documentation where applicable.
- All Property documentation where applicable.
- Copies of the Announcement letters to the members of the scheme.

Talbot and Muir are not VAT or PAYE specialists and therefore do not offer these services in-house. Where a scheme is VAT registered the completion of quarterly returns can be dealt with by either the company accountant for the sponsoring employer or a third party accountant of your choice. Likewise, PAYE can be processed via the sponsoring employer's payroll scheme, or by a third-party accountant of your choice.

To be completed by the sponsoring employer/trustee.

I/We confirm the information provided in this document is true and accurate to the best of my/our knowledge. We understand Talbot and Muir Ltd will use this information to provide professional trustee services and scheme administration and will not be responsible for any inaccurate information provided by this document.

Name

Position

Date

Signature

Please complete and return along with supporting documentation to the following address:

Talbot and Muir Ltd. 55 Maid Marian Way, Nottingham. NG1 6GE

For literature in alternative formats, such as Braille, large print, audio or E-Text, please call us on 0115 841 5000 (or via Relay UK on 18001 0115 841 5000).

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