talbotandmuir

New SSAS member questionnaire

The information supplied will be held in the strictest confidence and subject to General Data Protection Regulation.

Following receipt of this questionnaire and the New SSAS Scheme Questionnaire, we will be in a position to draw up the relevant deeds which we will send on to you along with our fees and services declaration.

Failure to provide and complete the full correct information may result in a delay in processing/registering the pension scheme with HMRC or could result in the application being rejected.

We will only establish a SSAS and accept transfers from clients who have been advised to do so by an FCA regulated adviser.

1 Member details

Title

Surname

Forenames (in full)

Date of birth

Place/country of birth

Intended retirement age

Nationality

Sex

Marital status

Permanent residential address

Post code

Date moved to this address

If you have lived at the above address for less than 3 years, please also give details of your previous address

Phone number

Mobile number

Email address

National insurance number

Do you have a self-assessment UTR?

Yes

No

If no, please provide reason

If yes, please enter UTR number

Spouse's/partner's name

Spouse's/partner's date of birth

2 Status

In order to ascertain your membership status, please tick ONE of the following:

☐ **1. Employed persons.** A person chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 for the tax year concerned in respect of employment income as defined in the Act.

☐ **2. Pensioners.** A person chargeable to tax under Part 9 of the Income Tax (Earnings and Pensions) Act 2003 for the tax year concerned in respect of a pension.

☐ **3. Self-Employed persons.** A person chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Trading and Other Income) Act 2005 for the tax year concerned in respect of annual profits or gains arising or accruing from any trade, profession or vacation carried out by an individual.

☐ **4. Children.** A child under 16. (SSAS members must be over the age of 18)

☐ **5. Any others** not falling **1, 2, 3 or 4** above, please select below

☐ Caring for one or more children aged under 16	☐ Caring for one or more children aged under 16
☐ In full-time education	☐ Unemployed
☐ Retired	☐ Other

If other, please provide details

Employment details, if you have ticked either Box 1 or Box 3 on the above, please give the full name and address of your employer if employed, or your trading details if self-employed.

Employer's name

Nature of business

Employer's address

Postcode

Office number

Date employment commenced

Earnings/profits in current tax year

3 Transitional protection

If you've been issued transitional protection by HMRC (previously known as Lifetime Allowance protection) or have a valid Transitional Tax-Free Amount Certificate (TTFAC), please provide us with details below, and enclose a copy of the certificate with this application.

1. Transactional Tax Free Amount Certificate

2. Enhanced protection My certificate reference number is

3. Primary protection Uncrystallised lump sum rights on 5 April 2006

My certificate reference number is

Primary protection factor

4. Fixed Protection 2012 My certificate reference number is

5. Fixed Protection 2014 My certificate reference number is

6. Individual protection 2014 My certificate reference number is

7. Fixed Protection 2016 My certificate reference number is

Pension Scheme Administrator reference number is

8. Individual Protection 2016 My certificate reference number is

Pension Scheme Administrator reference number is

9. Pension credit factor My certificate reference number is

10. International enhancement My certificate reference number is

4 Contributions

Do you wish to make contributions? ☐ Yes ☐ No

Regular contributions £ ______ Member (net) £ ______ Member (gross)

Employer contributions £ ______ Employer (gross)

This will be paid (Frequency) ______

Single contributions £ ______ Member (net) £ ______ Member (gross)

Employer contributions £ ______ Employer (gross)

Date Money Purchase AA* applicable ______

*Money Purchase Annual Allowance (AA) is £10,000. It is applicable if you access any pension arrangement under Flexi-access Drawdown and take an income or received an uncrystallised funds pension lump sum.

5 Details of transferring schemes

Transfer One - Company/Scheme name ______

Policy number(s)/ Scheme Reference ______

Address ______

Postcode ______

Name of contact ______

Telephone number ______

Email address ______

Type of Scheme, (tick one)

- [ ] Personal Pension
- [ ] Defined contribution occupational
- [ ] Defined benefit occupational
- [ ] Section 32 buyout
- [ ] Other

If 'Other' please complete details

Does this comprise of the full plan value?

- [ ] Yes
- [ ] No

Please note crystallised arrangements can only be transferred in full.

Are the funds crystallised? (tick one)

- [ ] No
- [ ] Partially
- [ ] Fully

Transfer value (or estimate)

Transfer will be made (tick one)

- [ ] in cash
- [ ] in specie

Does this transfer have a protected pension age?

- [ ] Yes
- [ ] No

If these boxes are left blank we will assume the answer is no.

Transfer Two - Company/Scheme name

Policy number(s)/ Scheme Reference

Address

Postcode

Name of contact

Telephone number

Email address

Type of Scheme, (tick one)

- [ ] Personal Pension
- [ ] Defined contribution occupational
- [ ] Defined benefit occupational
- [ ] Section 32 buyout
- [ ] Other

If 'Other' please complete details

Does this comprise of the full plan value?

- [ ] Yes
- [ ] No

Please note crystallised arrangements can only be transferred in full.

Are the funds crystallised? (tick one)

- [ ] No
- [ ] Partially
- [ ] Fully

Transfer value (or estimate)

Transfer will be made (tick one)

- [ ] in cash
- [ ] in specie

Does this transfer have a protected pension age?

- [ ] Yes
- [ ] No

If these boxes are left blank we will assume the answer is no.

6 Financial adviser section

By completing and signing the below I confirm that I have advised the client as to the suitability of establishing the SSAS and of any transfers into this SSAS.

Name of adviser

Name of adviser firm

Address

Postcode

Company FCA Reference Number

Preferred contact number

Email address

Other (please specify)

Any additional instructions

Signed

Adviser name

Date

General data protection regulation

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 which you can access here - https://nucleusfinancial.com/privacy-notice.

Declaration

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

- [ ] I hereby confirm that I have read and understood the Privacy Notice and that I 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 my pension benefits in the SSAS in accordance with UK General Data Protection Regulation (UK GDPR).
- [ ] I also understand that in accordance with our Privacy Notice Talbot and Muir may disclose to a third party such information about me as may be required by that third party to enable them to trace my whereabouts in the future should Talbot and Muir be unable to do so and require such third party's assistance.
- [ ] Where I disclose personal data relating to other individuals, I also confirm that, as agent on behalf of those individuals, I have the right to give that personal data to you on their behalf and that I have informed them that I have given their information to you and provided them with a link to your Privacy Notice (or a copy of it).

Accessing our services

If your personal circumstances make it challenging to access our services, please provide us with some information so we can explore any reasonable adjustments that may help.

In order to provide additional support, we will need to gather some information about your needs, which can involve sensitive personal information. Due to the nature of this information, we require your express consent to process it for the purpose of providing the relevant support. We may also need to share this data with trusted third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs.

Your consent to share this more sensitive personal information is entirely voluntary and you may withdraw your consent at any time.

If you wish to consent to us processing your personal information for the purposes of support, please tick below.

☐ I agree to my information being processed by Talbot and Muir Limited, to include being shared and gathered between relevant third parties.

If you have chosen to consent to this processing, please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you to improve how we work and communicate with you.

Should you have any questions about this process, or wish to withdraw your consent please contact our Administration teams in either Nottingham on 0115 841 5000 or Leeds on 0113 200 2980 or via email at customer.support@talbotmuir.co.uk

Your consent to share personal information is entirely voluntary. If you wish to amend your personal information or withdraw your consent, you can do this at any time by contacting us. If you would like to get in contact with us, please contact our Administration Department on 0115 841 5000 or via email at customer.support@talbotmuir.co.uk

Signed

Name

Date

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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