

Dentons - New SSAS Proforma 2018

In order to prepare the necessary documentation to establish a Small Self Administered Scheme (SSAS) and submit to HMRC for registration, the data requested on this form is required. All members will be a Trustee of the SSAS and will act with Denton & Co Trustees Limited as the Scheme Administrator. All members will need to satisfy the HMRC test that they are a 'fit and proper person'. Further details are outlined on page 7.

Please answer the questions as fully as possible.

Please note: completion and submission of this form to Dentons Pension Management Limited (Dentons) will result in Dentons producing scheme establishment documents and a fee will be charged irrespective of whether the scheme is fully established or not.

Company details

Company name (in full as registered)	<input type="text"/>
Companies House Registration Number	<input type="text"/>
Date of incorporation	DD/MM/YYYY <input type="text"/> / <input type="text"/> / <input type="text"/>
Registered Office	<input type="text"/>
Main activity of the Company Please include the Company's trade / business	<input type="text"/>
Number of employees	<input type="text"/>
Trading address Is this the same as the Registered Office? If No, please supply details	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
HMRC Unique Taxpayer Reference	<input type="text"/>
HMRC PAYE reference	<input type="text"/>
VAT reference (if applicable)	<input type="text"/>
Bank contact name	<input type="text"/>
Bank address	<input type="text"/>

Please note:

Please provide as much detail as possible.

This document will need to be signed on the back page.

Accounting date DD/MM/YYYY

Associated companies
(Please only provide names if these companies are to participate in the Scheme)

Pension Scheme details

Scheme name

Name of correspondence contact

Correspondence address

Pension scheme banker name, if you do not wish to use Cater Allen

Address

Proposed employer contributions

Allocation of contribution between members

Will any personal contributions be made? Yes No

Proposed initial investments

Preferred way to pay SSAS fees Company Scheme

Address for invoicing

Post code:

Please note:
Please keep the Scheme name as brief as possible

Please note:
The Pension scheme banker will default to Cater Allen unless instructed otherwise.

Please note:
This information will be used as part of the HMRC submission for scheme registration. Please be as detailed as possible and include contact points for correspondence.

Member's details

Member 1

Full name (including middle name and without abbreviation)

Home address

Telephone number

Email address

National Insurance Number

Date of birth

DD/MM/YYYY / /

Date of joining company

DD/MM/YYYY / /

Date of birth of spouse/
(civil) partner

DD/MM/YYYY / /

Remuneration for last company year

£

Anticipated remuneration for current company year

£

Total of contributions paid to all registered pension schemes in this and previous 3 tax years

£

Are you a Director of the Founder Company?

Yes No

% shareholding in Founder Company

%

Previous pension schemes:

Scheme 1

Scheme 2

Type of Scheme e.g. defined benefit or personal pension

Insurance company

Insurance company address

Scheme name

Policy number

Approximate value

£

£

Will this be transferred to the SSAS? Yes No

Yes No

Scheme 3

Scheme 4

Type of Scheme

Insurance company

Insurance company address

Scheme name

Policy number

Approximate value

£

£

Will this be transferred to the SSAS? Yes No

Yes No

< Please note for all schemes:

Before accepting a transfer from a scheme with safeguarded benefits (including defined benefit /final salary) into a Dentons SSAS we require that independent advice has been sought from a suitably qualified individual, along with details of the name and company of the person who has provided this advice. Our 'Transfers from schemes offering safeguarded benefits' form must be fully completed and accompany your SSAS application.

Member 2

Full name (including middle name and without abbreviation)

Home address

Telephone number

Email address

National Insurance Number

Date of birth DD/MM/YYYY / /

Date of joining company DD/MM/YYYY / /

Date of birth of spouse/ (civil) partner DD/MM/YYYY / /

Remuneration for last company year £ **Anticipated remuneration for current company year** £

Total of contributions paid to all registered pension schemes in this and previous 3 tax years £

Are you a Director of the Founder Company? Yes No **% shareholding in Founder Company** %

Previous pension schemes:

Scheme 1

Scheme 2

Type of Scheme e.g. defined benefit or personal pension	<input type="text"/>	<input type="text"/>
Insurance company	<input type="text"/>	<input type="text"/>
Insurance company address	<input type="text"/>	<input type="text"/>
Scheme name	<input type="text"/>	<input type="text"/>
Policy number	<input type="text"/>	<input type="text"/>
Approximate value	£ <input type="text"/>	£ <input type="text"/>

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Will this be transferred to the SSAS? Yes No Yes No

Scheme 3

Scheme 4

Type of Scheme	<input type="text"/>	<input type="text"/>
Insurance company	<input type="text"/>	<input type="text"/>
Insurance company address	<input type="text"/>	<input type="text"/>
Scheme name	<input type="text"/>	<input type="text"/>
Policy number	<input type="text"/>	<input type="text"/>
Approximate value	£ <input type="text"/>	£ <input type="text"/>

Will this be transferred to the SSAS? Yes No Yes No

Member 3

Full name (including middle name and without abbreviation)

Home address

Telephone number

Email address

National Insurance Number

Date of birth DD/MM/YYYY / /

Date of joining company DD/MM/YYYY / /

Date of birth of spouse/ (civil) partner DD/MM/YYYY / /

Remuneration for last company year £ **Anticipated remuneration for current company year** £

Total of contributions paid to all registered pension schemes in this and previous 3 tax years £

Are you a Director of the Founder Company? Yes No **% shareholding in Founder Company** %

Previous pension schemes:

Scheme 1

Scheme 2

Type of Scheme e.g. defined benefit or personal pension	<input type="text"/>	<input type="text"/>
Insurance company	<input type="text"/>	<input type="text"/>
Insurance company address	<input type="text"/>	<input type="text"/>
Scheme name	<input type="text"/>	<input type="text"/>
Policy number	<input type="text"/>	<input type="text"/>
Approximate value	£ <input type="text"/>	£ <input type="text"/>

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Will this be transferred to the SSAS? Yes No Yes No

Scheme 3

Scheme 4

Type of Scheme	<input type="text"/>	<input type="text"/>
Insurance company	<input type="text"/>	<input type="text"/>
Insurance company address	<input type="text"/>	<input type="text"/>
Scheme name	<input type="text"/>	<input type="text"/>
Policy number	<input type="text"/>	<input type="text"/>
Approximate value	£ <input type="text"/>	£ <input type="text"/>

Will this be transferred to the SSAS? Yes No Yes No

Member 4

Full name (including middle name and without abbreviation)

Home address

Telephone number

Email address

National Insurance Number

Date of birth DD/MM/YYYY / /

Date of joining company DD/MM/YYYY / /

Date of birth of spouse/ (civil) partner DD/MM/YYYY / /

Remuneration for last company year £ **Anticipated remuneration for current company year** £

Total of contributions paid to all registered pension schemes in this and previous 3 tax years £

Are you a Director of the Founder Company? Yes No **% shareholding in Founder Company** %

Previous pension schemes:

Scheme 1

Scheme 2

Type of Scheme e.g. defined benefit or personal pension	<input type="text"/>	<input type="text"/>
Insurance company	<input type="text"/>	<input type="text"/>
Insurance company address	<input type="text"/>	<input type="text"/>
Scheme name	<input type="text"/>	<input type="text"/>
Policy number	<input type="text"/>	<input type="text"/>
Approximate value	£ <input type="text"/>	£ <input type="text"/>

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Before accepting a transfer from a scheme with safeguarded benefits (including defined benefit /final salary) into a Dentons SSAS we require that independent advice has been sought from a suitably qualified individual, along with details of the name and company of the person who has provided this advice. Our 'Transfers from schemes offering safeguarded benefits' form must be fully completed and accompany your SSAS application.

Will this be transferred to the SSAS? Yes No Yes No

Scheme 3

Scheme 4

Type of Scheme	<input type="text"/>	<input type="text"/>
Insurance company	<input type="text"/>	<input type="text"/>
Insurance company address	<input type="text"/>	<input type="text"/>
Scheme name	<input type="text"/>	<input type="text"/>
Policy number	<input type="text"/>	<input type="text"/>
Approximate value	£ <input type="text"/>	£ <input type="text"/>

Will this be transferred to the SSAS? Yes No Yes No

Accountant's details

SSASs require accounts/ financial statements to be produced annually.

Please provide details of who will provide the accounts.

Accountant's Name

Address

Telephone number

Accountant's assistant
/secretary

Financial Advice

Please tick as appropriate

No I confirm that a Financial Adviser has not been involved in connection with the establishment of this SSAS

Yes I confirm that regulated financial advice has been provided by:

Name of Financial Adviser

FCA Individual reference
name

Name of Company

FCA Company reference
number

Adviser Company address

Telephone number

I confirm that I have given advice on the establishment of this SSAS.

Transfers

Investment

SSAS Strategy

Adviser signature

Fit and proper person test

The 'fit and proper person' legislation is intended to make it harder for sham arrangements and pension schemes to be set up, and for tax avoiders and fraudsters to set up and run registered pension schemes with a view to misusing the tax relieved funds and abusing pension tax reliefs.

The 'fit and proper person' test aims to ensure that scheme administrators of registered pension schemes do not present a risk to members' tax relieved funds or the scheme's tax position. The scheme administrator is likely to be considered a 'fit and proper person' if they are familiar with, and capable of competently performing, the scheme administrator's responsibilities and there is nothing in their past behaviour to suggest that they should not be responsible for the financial management of the pension scheme.

All members of the SSAS will be a trustee and share the role of Administrator with Denton & Co Trustees Limited. Each member will be required to sign at the application stage to state they satisfy the 'fit and proper person' test. They will be required to have read and understood the following guidance criteria on fit and proper persons:

<https://www.gov.uk/government/publications/pension-administrators-guidance-on-the-fit-and-proper-person-criteria>

Please contact us if you would like further clarification.

SSAS business proposal

What is your intention for establishing a new SSAS?

Please provide full details including your proposed investment plan which will be submitted to HMRC with your registration.

Declaration

This document has been completed by

I confirm that it is accurate and complete to the best of my knowledge. I acknowledge that completion of this document will result in Dentons completing SSAS establishment documentation for which there will be a charge irrespective of whether the SSAS is fully established or not.

Signed

Full name

Position

Date



Dentons Pension Management Ltd
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Catteshall Lane, Godalming,
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Dentons Pension Management Limited, Denton & Co Trustees Limited, NTS Trustees Limited, TP Trustees Limited and Sipphoice Trustees Limited are registered in England & Wales under numbers 02352951, 01939029, 01407848, 02604059 and 06869793 respectively. Registered Office at Sutton House, Weyside Park, Catteshall Lane, Godalming, Surrey GU7 1XE.

Dentons Pension Management Limited is authorised and regulated by the Financial Conduct Authority with the FCA register number 461094.

VAT number for Dentons Pension Management Limited is 863 1639 14.