

# New SSAS Proforma

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. Each member 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"/>
Registered Office	<input type="text"/>
Length of time at registered office	Years <input type="text"/> Months <input type="text"/>
Trading address Is this the same as the Registered Office?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, please supply details	<input type="text"/>
Main activity of the Company Please include the Company's trade/business	<input type="text"/>
Number of employees	<input type="text"/>
Telephone number	<input type="text"/>
Corporation Tax Unique Taxpayer Reference (CTUTR)	<input type="text"/>
HMRC PAYE Reference	<input type="text"/>
VAT Reference (if applicable)	<input type="text"/>

### Please note:

Please provide as much detail as possible. This document will need to be signed on the back page.

## Company details (continued)

Bank contact name	<input type="text"/>
Bank address	<input type="text"/>
Accounting date	DD/MM/YYYY <input type="text"/>
Associated companies (Please only provide names if these companies are to participate in the Scheme)	<input type="text"/>
	<input type="text"/>

## Pension Scheme details

Scheme name	<input type="text"/>
Name of correspondence contact	<input type="text"/>
Correspondence address	<input type="text"/>
Pension Scheme banker name, if you do not wish to use Cater Allen	<input type="text"/>
Address	<input type="text"/>
Proposed employer contributions	£ <input type="text"/>
Allocation of contribution between members	<input type="text"/>
Will any personal contributions be made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proposed initial investments	<input type="text"/>
Preferred way to pay SSAS fees	Company <input type="checkbox"/> Scheme <input type="checkbox"/>
Address for invoicing	<input type="text"/>

**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 details

Please provide the following details for each member including middle names, if appropriate.

IT IS IMPORTANT TO ENSURE THE CORRECT SPELLING OF NAMES AS THIS INFORMATION WILL BE USED ON THE TRUST DEEDS.

<b>1. Member Name</b> (Including middle name and without abbreviation)	<input type="text"/>		
Date of birth	DD/MM/YYYY	<input type="text"/>	
Home address	<input type="text"/>		
Length of time at this address	Years	<input type="text"/>	Months <input type="text"/>
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		
National Insurance Number	<input type="text"/>		
Self-Assessment Unique Tax Reference (SAUTR)	<input type="text"/>		
Date of birth of spouse / (civil) partner	DD/MM/YYYY	<input type="text"/>	
Date of joining the company	DD/MM/YYYY	<input type="text"/>	
Remuneration for last company year	<input type="text"/>		
Anticipated remuneration for current company year	£	<input type="text"/>	
Total of contributions paid to all registered pension schemes in this and previous three tax years.	£	<input type="text"/>	
Are you a Director of the Founder Company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	% shareholding in Founder Company <input type="text"/> %

## Previous pensions 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"/>
Will this be transferred to the SSAS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If there are more than two pension schemes, please copy and complete this form for each additional scheme.		

### Please note:

Before accepting a transfer of more than £30,000 from a Scheme with safeguarded benefits (including defined benefit / final salary benefits) into a Dentons SSAS we require written confirmation that you have received a positive recommendation to transfer from a Pension Transfer Specialist. Our '**Transfers from schemes offering safeguarded benefits**' form must be fully completed and accompany your SSAS application. We are only able to process a safeguarded benefits to transfer when we are in receipt of the fully completed application forms, including the above form. From this date of receipt, we will require a minimum of 7 working days prior to the transfer expiry deadline.

## Member details

Please provide the following details for each member including middle names, if appropriate.

IT IS IMPORTANT TO ENSURE THE CORRECT SPELLING OF NAMES AS THIS INFORMATION WILL BE USED ON THE TRUST DEEDS.

<b>2. Member Name</b> (Including middle name and without abbreviation)	<input type="text"/>		
Date of birth	DD/MM/YYYY	<input type="text"/>	
Home address	<input type="text"/>		
Length of time at this address	Years	<input type="text"/>	Months <input type="text"/>
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		
National Insurance Number	<input type="text"/>		
Self-Assessment Unique Tax Reference (SAUTR)	<input type="text"/>		
Date of birth of spouse / (civil) partner	DD/MM/YYYY	<input type="text"/>	
Date of joining the company	DD/MM/YYYY	<input type="text"/>	
Remuneration for last company year	<input type="text"/>		
Anticipated remuneration for current company year	£ <input type="text"/>		
Total of contributions paid to all registered pension schemes in this and previous three tax years.	£ <input type="text"/>		
Are you a Director of the Founder Company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	% shareholding in Founder Company <input type="text"/> %

## Previous pensions 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"/>
Will this be transferred to the SSAS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If there are more than two pension schemes, please copy and complete this form for each additional scheme.

### Please note:

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IT IS IMPORTANT TO ENSURE THE CORRECT SPELLING OF NAMES AS THIS INFORMATION WILL BE USED ON THE TRUST DEEDS.

<b>3. Member Name</b> (Including middle name and without abbreviation)	<input type="text"/>		
Date of birth	DD/MM/YYYY	<input type="text"/>	
Home address	<input type="text"/>		
Length of time at this address	Years	<input type="text"/>	Months <input type="text"/>
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		
National Insurance Number	<input type="text"/>		
Self-Assessment Unique Tax Reference (SAUTR)	<input type="text"/>		
Date of birth of spouse / (civil) partner	DD/MM/YYYY	<input type="text"/>	
Date of joining the company	DD/MM/YYYY	<input type="text"/>	
Remuneration for last company year	<input type="text"/>		
Anticipated remuneration for current company year	£	<input type="text"/>	
Total of contributions paid to all registered pension schemes in this and previous three tax years.	£	<input type="text"/>	
Are you a Director of the Founder Company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	% shareholding in Founder Company <input type="text"/> %

## Previous pensions 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"/>
Will this be transferred to the SSAS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If there are more than two pension schemes, please copy and complete this form for each additional scheme.

### Please note:

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IT IS IMPORTANT TO ENSURE THE CORRECT SPELLING OF NAMES AS THIS INFORMATION WILL BE USED ON THE TRUST DEEDS.

<b>4. Member Name</b> (Including middle name and without abbreviation)	<input type="text"/>		
Date of birth	DD/MM/YYYY	<input type="text"/>	
Home address	<input type="text"/>		
Length of time at this address	Years	<input type="text"/>	Months <input type="text"/>
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		
National Insurance Number	<input type="text"/>		
Self-Assessment Unique Tax Reference (SAUTR)	<input type="text"/>		
Date of birth of spouse / (civil) partner	DD/MM/YYYY	<input type="text"/>	
Date of joining the company	DD/MM/YYYY	<input type="text"/>	
Remuneration for last company year	<input type="text"/>		
Anticipated remuneration for current company year	£ <input type="text"/>		
Total of contributions paid to all registered pension schemes in this and previous three tax years.	£ <input type="text"/>		
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## Previous pensions 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"/>
Will this be transferred to the SSAS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If there are more than two pension schemes, please copy and complete this form for each additional scheme.

**Please note:**  
Before accepting a transfer of more than £30,000 from a Scheme with safeguarded benefits (including defined benefit / final salary benefits) into a Dentons SSAS we require written confirmation that you have received a positive recommendation to transfer from a Pension Transfer Specialist. Our **'Transfers from schemes offering safeguarded benefits'** form must be fully completed and accompany your SSAS application. We are only able to process a safeguarded benefits to transfer when we are in receipt of the fully completed application forms, including the above form. From this date of receipt, we will require a minimum of 7 working days prior to the transfer expiry deadline.

## Accountant's details

SSASs require accounts / financial statements to be produced annually  
Please provide details of who will provide the accounts.

Accountant's Name	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>
Accountant's assistant/secretary	<input type="text"/>

## Financial Advice

Please tick as appropriate

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

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

Name of Financial Adviser	<input type="text"/>
FCA Individual Reference name	<input type="text"/>
Name of Company	<input type="text"/>
FCA Company reference number	<input type="text"/>
Adviser Company Address	<input type="text"/>
Telephone number	<input type="text"/>
Adviser Initial Fee	<input type="text"/>
Adviser Ongoing Fee	<input type="text"/>

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

Transfers       Investments       SSAS Strategy

Adviser signature

### Please note:

This information will be used as part of the establishment process. Dentons will send a written instruction in order to pay the Adviser fees.

## 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.

Each member of the SSAS will be a trustee and share the role of scheme 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>

## 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

I confirm that I have completed this document and it is accurate and complete to the best of my knowledge. I acknowledge that this will result in Dentons issuing 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  
Sutton House, Weyside Park,  
Catteshall Lane, Godalming  
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Dentons Pension Management Limited, Denton & Co Trustees Limited, NTS Trustees Limited, TP Trustees Limited and Sippchoice 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, register number 461094.

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