

# 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 4.

**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"/>
Registered Office	<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"/>

Do you wish to adhere any additional companies to the SSAS? Yes  No

Company name (in full as registered)	<input type="text"/>
Companies House Registration Number	<input type="text"/>
Company name (in full as registered)	<input type="text"/>
Companies House Registration Number	<input type="text"/>

**Please note:**

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

**Please note:**

Such companies must employ one or more members of the SSAS.

## Pension Scheme details

Scheme name	<input type="text"/>
Name of correspondence contact	<input type="text"/>
Correspondence address	<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.

## Member details

**1. Member**

First name	<input type="text"/>
Middle name	<input type="text"/>
Surname	<input type="text"/>
Date of birth	DD/MM/YYYY <input type="text"/>
Home address	<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"/> %

**Please note:**

It is important to ensure the correct spelling of names as this information will be used on the Trust Deeds.

## Member details

### 2. Member

First name

Middle name

Surname

Date of birth

DD/MM/YYYY

Home address

Are you a Director of the  
Founder Company

Yes

No

% shareholding in  
Founder Company

%

#### Please note:

It is important to ensure the correct spelling of names as this information will be used on the Trust Deeds.

### 3. Member

First name

Middle name

Surname

Date of birth

DD/MM/YYYY

Home address

Are you a Director of the  
Founder Company

Yes

No

% shareholding in  
Founder Company

%

#### Please note:

It is important to ensure the correct spelling of names as this information will be used on the Trust Deeds.

### 4. Member

First name

Middle name

Surname

Date of birth

DD/MM/YYYY

Home address

Are you a Director of the  
Founder Company

Yes

No

% shareholding in  
Founder Company

%

#### Please note:

It is important to ensure the correct spelling of names as this information will be used on the Trust Deeds.

## Financial Advice

Please confirm if a Financial Adviser has been involved in the establishment of the SSAS.

I confirm that a Financial Adviser has NOT been involved in connection with the establishment of the SSAS

I confirm that regulated financial advice has been provided by:

Name of Financial Adviser

FCA Individual reference number

Name of company

FCA company reference number

Adviser's Company address

Telephone number

Adviser Initial Fee (£)

Adviser Ongoing Fee (£/%)

I confirm that I have given advice on client's SSAS on:

Transfers     Investments     Contributions     Establishment

Adviser signature

### Please note:

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



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Dentons Pension Management Limited, Denton & Co. Trustees Limited, NTS Trustees Limited, TP Trustees Limited, Sippchoice Trustees Limited, Fairmount Trustee Services Limited and M.A.B. Trustee Company Limited are registered in England & Wales under numbers 02352951, 01939029, 01407848, 02604059, 06869793, 01909678 and 01604556 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.