

SSAS Takeover Questionnaire

This questionnaire is designed to collect relevant information about your current SSAS to enable Dentons to provide you with an estimate of costs for taking over the scheme. Please complete this form as fully and accurately as possible.

Scheme name

Is a copy of the current Trust Deed and Rules attached? Yes No

Please answer the following questions:

Name of the sponsoring employer

Companies House Registration Number

PSTR number (Pension Scheme Tax Reference)

Are there any additional companies adhered to the scheme? Yes No

Company name

Companies House Registration Number

Company name

Companies House Registration Number

Name of the main SSAS contact

Contact's correspondence address

Post code

Are all Members Trustees? Yes No

Name of the Professional Trustee/Practitioner (if applicable)?

Trustees' Bank Account

Bank address

Post code

Are the Trustees VAT registered? Yes No

Please note:
 If no, we will be unable to proceed with the SSAS Takeover and can only give an indication of likely fees at this stage.

Please note:
 Denton & Co Trustees Limited will become Co-Trustee, Co-signatory and Co-Scheme Administrator

Member details

1. Member title Mr Mrs Miss Other

Forename

Middle name(s)

Surname

Date of Birth DD/MM/YYYY

Nationality

Home address

Email address

Have you taken any pension benefits? Yes No

If Yes, confirm which applies? Capped Drawdown Flexi-access Drawdown Scheme Pension

Do you hold any dependant's benefits in the scheme? Yes No

If Yes, please provide details.

- Please note:**

Please provide the following details for each member including middle names, if appropriate.
- Please note:**

It is important to ensure the correct spelling of names, as this information will be used on the Trust Deeds.
- Please note:**

If more than 4 members please provide additional information on a separate sheet and attach to this document
- Please note:**

Additional member data may be required if the scheme takeover is to proceed.

Member details

2. Member title Mr Mrs Miss Other

Forename

Middle name(s)

Surname

Date of Birth DD/MM/YYYY

Nationality

Home address

Email address

Have you taken any pension benefits? Yes No

If Yes, confirm which applies? Capped Drawdown Flexi-access Drawdown Scheme Pension

Do you hold any dependant's benefits in the scheme? Yes No

If Yes, please provide details.

- Please note:**

Please provide the following details for each member including middle names, if appropriate.
- Please note:**

It is important to ensure the correct spelling of names, as this information will be used on the Trust Deeds.
- Please note:**

If more than 4 members please provide additional information on a separate sheet and attach to this document
- Please note:**

Additional member data may be required if the scheme takeover is to proceed.

Member details

3. Member title Mr Mrs Miss Other

Forename

Middle name(s)

Surname

Date of Birth DD/MM/YYYY

Nationality

Home address

Email address

Have you taken any pension benefits? Yes No

If Yes, confirm which applies? Capped Drawdown Flexi-access Drawdown Scheme Pension

Do you hold any dependant's benefits in the scheme? Yes No

If Yes, please provide details.

- Please note:**
Please provide the following details for each member including middle names, if appropriate.
- Please note:**
It is important to ensure the correct spelling of names, as this information will be used on the Trust Deeds.
- Please note:**
If more than 4 members please provide additional information on a separate sheet and attach to this document
- Please note:**
Additional member data may be required if the scheme takeover is to proceed.

Member details

4. Member title Mr Mrs Miss Other

Forename

Middle name(s)

Surname

Date of Birth DD/MM/YYYY

Nationality

Home address

Email address

Have you taken any pension benefits? Yes No

If Yes, confirm which applies? Capped Drawdown Flexi-access Drawdown Scheme Pension

Do you hold any dependant's benefits in the scheme? Yes No

If Yes, please provide details.

- Please note:**
Please provide the following details for each member including middle names, if appropriate.
- Please note:**
It is important to ensure the correct spelling of names, as this information will be used on the Trust Deeds.
- Please note:**
If more than 4 members please provide additional information on a separate sheet and attach to this document
- Please note:**
Additional member data may be required if the scheme takeover is to proceed.

Financial Advice

I confirm that regulated Financial Advice has not been provided in connection with the takeover of this SSAS

I confirm that regulated financial advice has been provided in connection with the takeover of this SSAS:

Name of Financial Adviser

FCA Individual reference number

Name of company

FCA Company reference number

Adviser's Company address

Post code

Telephone number

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

Takeover Investments Contributions Additional transfers

Adviser's signature

Date (DD/MM/YYYY)

Investment Details

Please provide full details of all the current investments and their approximate value

Investments	Approximate values
<input type="text"/>	<input type="text"/>

If any of the above investments are earmarked/designated to one particular member, please confirm.

Are there any anticipated changes/new investments within the next 12 months? Yes No

If Yes, please state what these are:

Please note:
Please provide as much detail as possible including details of any loan documentation/ agreements to the sponsoring employer. Copies of the relevant documentation will be required, together with details of any security.

Additional investment data may be required if the scheme takeover is to proceed.

Scheme Accounts

Are Scheme Accounts being produced annually?

Yes No

If Yes, who produces these currently?

Name

Telephone number

Address

Please provide a copy of the most recent Scheme Accounts.

If there are no Scheme Accounts, is anything else given as an alternative (e.g. Annual Review document)?

Miscellaneous

Will the fees be paid by the Company or the Scheme?

Company Scheme

Are there any known issues requiring attention?

Yes No

If Yes, please provide details

Please note:

Examples of issues include unauthorised payments and associated reporting responsibilities to HMRC and problems with particular investments.

Signature

Please ensure you sign and date the form.

Name

Date (DD/MM/YYYY)

Signed

In capacity as SSAS Trustee

This page has deliberately been left blank.

Administrator's authority

Please complete this form for the takeover.

Scheme name

I request Dentons Pension Management Limited to investigate the pension arrangements shown below with a view to a takeover of the administration and consultancy advice to Dentons Pension Management Limited.

Transferring Administrator's name

Transferring Administrator's address

Postcode

I hereby authorise the trustees/administrators concerned to provide Dentons Pension Management Limited with the details they request regarding the arrangement.

Member's name 1

Member's signature **Date** (DD/MM/YYYY)

Member's name 2

Member's signature **Date** (DD/MM/YYYY)

Member's name 3

Member's signature **Date** (DD/MM/YYYY)

Member's name 4

Member's signature **Date** (DD/MM/YYYY)

Please note:
Please complete this section with the required information and ensure that this is signed and dated by each member.



Dentons Pension Management Limited
Sutton House, Weyside Park
Catteshall Lane, Godalming
Surrey GU7 1XE

T 01483 521 521
F 01483 521 515
E enquiries@dentonspensions.co.uk
W www.dentonspensions.co.uk

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.

DPM.SSAST0.0924