

# SSAS BORROWING APPLICATION FORM



SSAS name

SSAS reference

This form should be fully completed and returned to Curtis Banks Limited together with the appropriate supporting documents requested, before a borrowing application takes place.

## How do I submit this form?

Email	ssas.admin@curtisbanks.co.uk
Secure Message	Using your usual log-in credentials for the secure client/adviser portal via our website
Post	SSAS Department Curtis Banks Ltd Ground Floor 3 Temple Quay Bristol BS1 6DZ

If you have any queries at all then please do not hesitate to contact the SSAS Team in Bristol on 0117 332 4051 or via email using ssas.admin@curtisbanks.co.uk

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# 1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your express consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Team on 0117 332 4051 or [ssas.admin@curtisbanks.co.uk](mailto:ssas.admin@curtisbanks.co.uk).

## 2 Client details

### 2.1 Your details

Name

Name of scheme

SSAS reference

## 3 Lender

### 3.1 Details of lender

Name of business (e.g. bank)

Registered address/Branch address

Registered number

Country of registration

Type of business (e.g. trading  
company partnership etc)

Nature of business

Lender's solicitor's details  
(if applicable)

## 4 Shareholders

### 4.1 Details of shareholders within the lender (if appropriate)

This section is only applicable if the trustee is intending to borrow money from a limited company (i.e. not from a commercial lender, such as a bank). Please enter the details of shareholders or partners (if there is more than one class of share, please show details separately):

Name	Address	No of shares	Director?	Connected? (see below)

Are the lender and borrower  
connected?      Yes      No

**'Connected' means in relation to scheme members their relatives, spouses of relatives or close business partners and their spouses.**

Please continue on a separate sheet if there are more directors.

## 5 Company directors

### 5.1 Details of company directors within the lender (if appropriate)

This section is only applicable if the trustee is intending to borrow money from a limited company (i.e. not from a commercial lender, such as a bank). Please enter the details of any company directors who are not shareholders:

Name	Address	Connected? (see below)

Please continue on a separate sheet if there are more directors.

## 6 Loan

### 6.1 Details of loan

Amount of loan

Rate of interest

Loan Term

Purpose of loan (please be as specific as possible)

Frequency of repayments

Details of security to be provided by (the borrower) for the loan

Details of the solicitor acting for the trustees in preparation of the loan documents (or please state if you would like us to quote a fee for this)

Please also state why you feel that taking the loan is a prudent decision for your pension scheme:

## 7 Declaration and signature

### 7.1 Declaration

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Curtis Banks Limited will rely on this declaration. You should read it carefully and if you do not understand any part of it, please ask us for further guidance.

- I/we declare that to the best of my knowledge and belief all statements made in this form (whether in my handwriting or not) are accurate and complete.
- I/we understand that Curtis Banks Limited and its trustee company Colston Trustees Limited have given no advice in relation to the suitability of this investment and I accept that their liability shall be limited to the assets of the pension scheme.
- I/we confirm that I will monitor this investment to ensure that it will not lead to tax charges or penalties being imposed by HM Revenue & Customs and I/we accept liability for any such charges or penalties.
- I/we authorise Curtis Banks to instruct the above mentioned solicitor or such other solicitor as may be decided.
- I/we understand that Curtis Banks will issue instructions in line with the information provided in this application form.
- I/we confirm that either I/we have no connection with the lender, or I/we have disclosed full details of any connection in section 4.

### 7.2 Signatures

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- |   |            |
|---|------------|
| 1 | Print name |
|   | Signature  |
| 2 | Print name |
|   | Signature  |
| 3 | Print name |
|   | Signature  |
| 4 | Print name |
|   | Signature  |
|   | Date       |

When completed, this form together with any supporting documents should be returned to the address detailed overleaf.

# Notes

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0117 910 7910  
F 0117 929 2514  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Limited is a company registered in England & Wales (registered number 06758825) and is authorised and regulated by the Financial Conduct Authority (number 492502) with its registered address at 3 Temple Quay, Bristol BS1 6DZ. SSAS BOR Q 0923 September 2023

