

SSAS Takeover Information Request Form

This questionnaire should be fully completed by the outgoing provider/professional trustee and returned to the SSAS department at Curtis Banks together with all supporting documents.

Please could you confirm which documents have been supplied and which are 'not applicable' by ticking the corresponding box with this form.

If you have any queries on the completion of this questionnaire, please call Curtis Banks on the above number.

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 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.

2 Your details

Name

Name of scheme

Plan number

3 HMRC

PSTR reference number

Please could you confirm whether you have now 'associated' our professional trustee company (Colston Trustees Limited) as a Scheme Administrator to this SSAS via HMRC online using our Scheme Administrator User ID of 'A0091871'.

Please could you kindly confirm whether the HMRC Pension Scheme Return for the period covering 06/04/2021 to 05/04/2022 has already been completed. If not, then we will require sufficient information from yourselves prior to the completion of the take-over process to enable us to complete and submit the Return to HMRC on behalf of the trustees.

Please could you confirm in writing that all earlier Pension Scheme Returns have been completed and submitted to HMRC within their respective deadlines and that there are no outstanding penalties for HMRC for any late Returns or unauthorised payments pending.

Please could you provide full details of any outstanding Event Reports which have still to be submitted and similarly, please can you also provide full details of any Event Reports which have been completed and submitted to HMRC within the last 3 years.

Confirmation of whether the pension scheme has received a notice to file a Self-Assessment Tax Return (SA970) for the current tax year and, if so, please could you send us a copy.

Data controller register certificate

Ref:

The Pensions Regulator

Ref:

Self-Assessment Reference (UTR)

Ref:

4 Scheme

Copies of all Trust Deeds, Scheme Rules and amendments to the same.

The date on which the SSAS was originally established.

A copy of the HMRC letter confirming the formal registration status of the SSAS.

A copy of the most recent pension scheme accounts (if available)

5 Members

Details of any life insurance policies which are presently in place within the SSAS.

Copies of any 'LTA' documents including scheme member protection certificates from HMRC.

Details of any existing scheme specific lump sums (including earning history and service period).

Copies of any previous member appointments/announcement letters.

Details of any divorce proceedings which might concern any of the scheme member(s).

6 Investments

Full details of all current investments which are held within the SSAS.

Please complete and return, if appropriate, our SSAS Take-over Property form, and/or Loan Questionnaire in respect of all existing properties and/or loans which are assets of the SSAS.

Details of all assets and liabilities which have been acquired or disposed of within the last 3 years.

Full details of all cash accounts which have been assets of the SSAS within the last 3 tax years. Including copies of all statements for those accounts since 6 April 2016.

Please could you confirm that there are no 'earmarked' investments within the SSAS.

Please note, all of our Curtis Banks SSAS's are operated as a common trust fund whereby all of the assets and liabilities are maintained on a 100% pooled basis between each of the member(s).

A full set of unclaimed tax certificates for the previous tax year and also for the current tax year.

Copies of all appropriate policy documents and share certificates.

Confirmation that all property rents and/or loan repayments are completely up to date.

7 Fund splits

A copy of the "A-Day" asset valuation and member fund split if the SSAS was already established "as at" 6 April 2006 and benefits had already been crystallised prior to that date.

A copy of the most recent fund split for the SSAS between all of the members together with a corresponding schedule of assets to the same date. Please note, this information will form the basis of our own data and form members who are already crystallised or receiving income this should also include details of both 'pre' and 'post' A-Day splits if appropriate.

Full details of all payments which have been made both in and out of the SSAS since the date of the most recent fund split together with the allocation of those payments between the members with supporting evidence.

8 Benefits in payment

Please complete the attached SSAS Retirement Questionnaire Form(s) for any member(s) who have previously taken benefits and provide us with copies of all appropriate documents.

9 Declaration

Please complete either section 9.1 or section 9.2.

9.1 Declaration to be signed by all member trustees

- I/we declare that to the best of my/our knowledge and belief, all of the statements and items of information which are disclosed in this questionnaire (whether in my handwriting or not) are both accurate and complete.
- I/we hereby declare that Curtis Banks Ltd and its professional trustee company Colston Trustees Limited have provided the member trustees with absolutely no advice whatsoever in relation to the proposed take-over of this SSAS from the outgoing provider/professional trustee and I/we accept that neither Curtis Banks Ltd or Colston Trustees Limited shall have any liability whatsoever to any of the existing member trustees or to the outgoing provider/professional trustees.

1

Name

Signature

Date

2

Name

Signature

Date

3

Name

Signature

Date

4

Name

Signature

Date

9.2 Declaration to be signed by the outgoing provider/professional trustee

- I/we hereby declare that to the best of my/our knowledge and belief, all statements and items of information which are disclosed within this questionnaire (whether in my/our handwriting or not) are entirely accurate and complete.

Name

Signature

Date

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

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F 0117 929 2514
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 INFO REQ 0923 September 2023

