



PART A - PERSONAL DETAILS

To be completed by the employer, who is paying contributions on behalf of a member from their own account or deducting contributions from a member's salary.

Please read the 'Notes For Employers Making Contributions' before completing this form.

Surname

National Insurance Number

@sipp member number (if known)

Forename(s)

PART B - EMPLOYERS DETAILS

Company Name

Telephone

Contact Name

Fax

Address

Postcode

E-mail

PART C - CONTRIBUTION DETAILS

Regular Contributions
Amount of each regular contribution
Employer (gross) £

Single Contributions
Amount of single contribution
£

Employee (net) £

£

*Payment Date due

*Latest date by which @sipp must receive the payment.
IMPORTANT: The payment due date must be completed in all cases.

Commencement date for regular contributions

PART D - CONTRIBUTION FREQUENCY

Monthly Annually

Date the first contribution will be deducted

Date employee is paid

Month which the first payment will relate to

Frequency of contributions taken from pay

Employer signature

Position in the company

Name

Date

Please return the completed form to: @sipp plc, 58 Elliot Street, Glasgow G3 8DZ.

NOTES FOR EMPLOYERS MAKING CONTRIBUTIONS

These notes set out the guidelines for employers who have agreed to pay contributions on the employee's behalf to the SIPP.

Such an arrangement between the employer and employee is known as a 'Direct Payment Arrangement'.

This arrangement applies to all contributions paid by an employer which are:

- deducted from an employee's pay and paying them into the Sipp.
- paid from the employer's own account
- or both of the above.

The employer has four main responsibilities.

- 1) To prepare a record of payments due

| e.g. | Payday | Premium Pay Date | Due Date (latest payment date) |
|------|----------------------|-----------------------------------|--------------------------------|
| | 28 th Aug | The date agreed with the provider | 19 th September |

- 2) To send a record of payments due to the provider
- 3) To keep the record of payments due up to date
- 4) To pay contributions on time

If a late payment of a contribution occurs

or

If the information is not provided by an employer when requested to do so by *@sipp*, the code requires *@sipp* to report the circumstances to the Pensions Regulator if *@sipp* has reasonable cause to believe a late payment is likely to be of material significance to the Pensions Regulator.

- e.g. - Contributions remain unpaid 90 days after the due date
- We believe the employer does not have adequate procedures or systems in place to make correct and timely payments of contributions due

@sipp will inform employees, if a late payment report is submitted to the Pensions Regulator. This will normally take place no later than 30 days after the report has been submitted.

More information and details about this Code of Practice can be found on www.thepensionsregulator.gov.uk



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@sipp plc is registered in Scotland (Registered No. SC217126) and has its registered office at 58 Elliot Street, Glasgow, G3 8DZ and is authorised and regulated by the Financial Services Authority under Firm Reference No. 462907 and you can check this authorisation at www.fsa.gov.uk/register or by calling the FSA on 0845 606 1234.