

SSAS MEMBER QUESTIONNAIRE & TRUSTEE DECLARATION (NEW SCHEME)



This questionnaire should be completed for you to become a member and trustee of a new Small Self Administered Scheme (SSAS) to be administered by @sipp Limited. Under the terms of the Trust Deed and Scheme Rules to be adopted, you and any other Members of the Scheme will be registered as the Scheme administrator. @sipp Limited will be registered as the scheme practitioners and @ssas (Pension Trustees) Limited will provide professional trustee services.

If you are unsure about any question in this application please seek advice from your Financial Adviser or @sipp Limited.

Part A Scheme Details

Name of Scheme

Principal Employer Name

Date Service Commenced
with Employer

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Copy of Latest P60

Part B Member Details

Permanent Residential
Address

(If less than three years at this address
please provide your previous address in
the notes section on page 6)

Mr/Mrs/Miss/Ms/Other		Surname
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Forename(s)

Postcode

Telephone Number

Email

Marital Status

Date of Birth

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NI Number

Self-Assessment Unique
Taxpayer Reference

Are you

Male

Female

Spouse's/Civil Partner's Name

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Our firm has to comply with anti-money laundering regulations which requires us to verify the identity of all clients. In order to meet these requirements we subscribe to an electronic verification service. On the rare occasion that we are unable to confirm your identity this way, you may be required to produce documents such as your passport, driving licence and utility bills.

Part C Notice of Beneficiaries – Expression of Wish

Should there be an entitlement to a lump sum or beneficiary's pension, I wish the payment's to be made as undernoted. I understand the SSAS trustees will pay due consideration to my wishes but will have absolute discretion as to the beneficiaries and the benefits to each.

Address	Mr/Mrs/Miss/Ms/Other	<input type="text"/>	Surname		
	Forename(s)				
	<input type="text"/>				
	Postcode				
Relationship	<input type="text"/>				
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%

Address	Mr/Mrs/Miss/Ms/Other	<input type="text"/>	Surname		
	Forename(s)				
	<input type="text"/>				
	Postcode				
Relationship	<input type="text"/>				
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%

Address

Mr/Mrs/Miss/Ms/Other		Surname
Forename(s)		
Postcode		

Relationship

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Date of Birth							%
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Part D Benefits From Other Schemes

Do you have benefits in other pension arrangements?

Yes No

Do you wish to transfer these to the SSAS?

Yes No

If Yes, please complete a Transfer In form for each pension arrangement you wish to transfer to the SSAS.

Part E Lifetime Allowance Protection

Have you registered for protection against the Lifetime Allowance?

Yes No

If Yes, please indicate which protection applies. Please also send a copy of your certificate to us.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Enhanced | <input type="checkbox"/> Individual 2014 |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Individual 2016 |
| <input type="checkbox"/> Fixed 2012 | <input type="checkbox"/> Enhanced with Lump Sum Protection |
| <input type="checkbox"/> Fixed 2014 | <input type="checkbox"/> Primary with Lump Sum Protection |
| <input type="checkbox"/> Fixed 2016 | |

Part F Member Declaration

General

- I confirm that by completing this application, I agree to be bound by the Trust Deed and Rules
- I confirm I have read and understood the key features document
- I understand that my membership of the Scheme is based on the information I have provided on my application form. I agree to provide @ssas (Pension Trustees) Limited and @sipp Limited as administrators with any information reasonably required and to advise of any changes in that information within 30 days
- I understand that, where they are appointed Trustee, @ssas (Pension Trustees) Limited will be co-owners of all assets held under the Scheme and will be co-signatory on any Scheme bank accounts, along with myself and any other Member trustee(s)
- In the event that an unauthorised payment is made, I agree to the Scheme administrator deducting the amount of any scheme sanction charge, or other charge, levied by HMRC on the scheme administrator from the funds held for me under the Scheme in order to pay the charge to HMRC. If there are insufficient funds held for me under the Scheme, I agree to pay the Scheme administrator the amount by which the charge exceeds the value of my funds under the Scheme
- I understand and agree that @sipp Limited are entitled to charge fees and expenses for administering the Scheme and I confirm that I have received a copy of the schedule of fees current at the date of this application. I agree to pay the fees as set out in that schedule and that they will not be refunded if the Scheme is closed or transferred on any date other than the anniversary, given 30 days' notice. I further understand that the fees payable may be amended or increased from time to time, upon reasonable notice
- I understand and agree that I will only request benefits to be paid that are within the current HMRC rules prevailing at the time of the request
- I understand and agree that there will be no earmarking of any assets to particular benefits or Members under the Scheme
- I understand that in the event of my death, whilst I would like the beneficiaries on the expression of wish form to be the recipients of any fund available, the surviving trustees have absolute discretion in the dispersal of the funds
- I confirm that, to the best of my knowledge and belief, the information and statements included in this application are true and correct.

Data Protection

- I understand that under the Data Protection Act 1998, the Trustees are required to obtain my consent to process data about me. I therefore consent to the Trustees (and any data processor or other data controllers they may use) processing data relating to me for the purpose of administering and operating the Scheme. I also consent to such data being transferred to third parties in connection with the administration and operation of the Scheme
- I understand that I have the right to ask for a copy of the personal data held in respect of me in return for the payment of a small fee and to require @sipp Limited to correct any inaccuracies in that data.

Signature
Name

Date

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Part G Trustee Declaration

I declare that:

- The information given in my Member Questionnaire is correct and all mandatory fields have been completed.
I understand that this information will be used by @sipp Limited to register me as a scheme administrator with HM Revenue & Customs (HMRC). I understand that I may be liable to a penalty if a false statement is made in this registration, and that any false statement may also lead to prosecution
- I understand and agree that, together with any other Member trustees (if applicable) I am solely responsible for all decisions relating to the purchase, retention and sale of the investments forming part of the pension scheme and that @ssas (Pension Trustees) Limited and @sipp Limited as administrators are jointly indemnified out of the assets of the scheme (or if these are insufficient, by me) against any claim in respect of such decisions
- I understand that as a scheme administrator I am responsible for discharging the functions conferred or imposed on the scheme administrator of a pension scheme by the Finance Act 2004 and I intend to discharge those functions at all times, whether resident in the United Kingdom or another EU member state or non-member EEA state. I will comply with all information notices issued to the scheme administrator under the Finance Act 2004 or the Finance Act 2008. I understand that I may be liable to a penalty and where the scheme is registered the pension scheme may be de-registered if I fail to discharge those functions properly
- I understand that as a scheme administrator I must make returns of information to HMRC, when they are reasonably required; provide information to the Members to enable them to meet their own tax obligations and pay any tax charges due to be paid by the scheme administrator under part 4 of the Finance Act 2004
- I understand that where HMRC believes that a scheme administrator, or one of the persons that make up the scheme administrator of the pension scheme, is not a fit and proper person to be a scheme administrator, HMRC may refuse to register a scheme or, if the scheme is already registered, HMRC may de-register a scheme
- I have a working knowledge of pension scheme administrator duties and liabilities;
Or
 I don't have a working knowledge of pension scheme administrator duties and liabilities. I have appointed an adviser who does have that knowledge
- None of the following statements apply and I am otherwise a fit and proper person to be a scheme administrator:
 - I have been involved in tax fraud, abuse of tax repayment systems or other fraudulent behaviour including misrepresentation and/or Identity theft
 - I have had a criminal conviction relating to finance, corporate bodies or dishonesty
 - I have been the subject of adverse civil proceedings relating to finance, corporate bodies or dishonesty/misconduct
 - I have participated in or been connected with designing and/or marketing tax avoidance or pensions liberation schemes
 - I have been disqualified from acting as a company director or are bankrupt
 - I have been disqualified from acting as a pension scheme trustee.

Signature
Name

Date

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Notes Area for Applicants



@sipp Limited
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53 Bothwell Street
Glasgow G2 6TS

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Fax: 0141 243 2257
Email: mail@atssas.co.uk
www.atsipp.co.uk

The provision of Small Self Administered Schemes (SSASs) and trustee and/or administration services for SSASs are not regulated by the Financial Conduct Authority (FCA). Therefore @ssas (Pension Trustees) Limited and @sipp Limited are not regulated by the FCA in relation to these schemes or services.