

## New SSAS questionnaire

Please complete this questionnaire as fully as possible. The information supplied may be used to support the application for registration with HMRC. **You will need to complete a New Member Questionnaire for each member of the SSAS.**

The information supplied will be held and processed in accordance with the Talbot and Muir Privacy Notice and subject to the provisions of the General Data Protection Regulation.

Following receipt of this questionnaire, we will be in a position to draw up the relevant deeds which we will send on to you along with our fees and services declaration.

### 1. Scheme details

Guidance notes

Scheme name:

Company year-end:

### 2. Sponsoring employer details

Employer's name:

Type of employer:

Nature of employer's business:

Employer's registered address:

Eg. Limited company, Limited Liability Partnership, Charity, Sole trader etc.

Post code:

Companies House reg. number:

Telephone number:  Fax No.

E-mail address:

Contact name:

If a different address should be used for correspondence please provide details below

Correspondence address:

Post code:

#### Please provide responses in relation to the sponsoring employer

They carry on a trade in the UK?  Yes  No

They are resident in the UK for tax purposes?  Yes  No

They have at least one employee?  Yes  No

Number of employees?

Employer's PAYE reference:

Is the employer registered for VAT?  Yes  No

Employer's VAT reference (if applicable)

Employer's Corporation/Partnership Tax reference (delete as appropriate):

An employee is defined for these purposes as an individual employed by the sponsoring employer named above and taxed on a PAYE basis

**GENERAL DATA PROTECTION REGULATION**

Talbot and Muir will collect, store and process data relating to the employees who participate in your SSAS. We will use this information to enable us administer your SSAS. This data will be digitally stored which includes storage on our back office system provided by Delta Financial Services and on our digital document storage system provided Rekon Software. The data we collect is required to enable us to provide the services or otherwise to fulfil our legitimate interests, and is processed in accordance with our Privacy Notice. The data will be retained throughout the length of the employee’s membership of the SSAS and thereafter for so long as we can lawfully justify holding it. Please refer to our Privacy Notice accessible at <https://www.talbotmuir.co.uk/privacy-notice/> for further details.

We are the data controller of any information about members of the SSAS and will be responsible for ensuring that the data is processed in accordance with applicable data protection law. If you or we share any information regarding any employee participating in the SSAS this is shared on a controller to controller basis and we will each be responsible for ensuring that such sharing is compliant with the relevant requirements. Specifically, you and we must only share data relating to an employee with the other where we are lawfully entitled to do so and, where data is received from the other, the recipient must use it only for the purposes for which it was provided, unless the provider (or the employee) agrees otherwise.

**DECLARATION**

*(please tick each box  and sign below)*

I confirm that I have read and understood the information above and understand that Talbot and Muir and the corporate trustee will obtain, record, process and hold information and other such personal data as may be required to administer the SSAS in accordance with General Data Protection Regulation (GDPR)

I also understand that Talbot and Muir may disclose to a third party such information about members of the SSAS as may be required by that third party to enable them to trace a member’s whereabouts in the future should they be unable to do so and require their assistance.

Where I disclose personal data relating to employees who are going to participate in the SSAS (or other individuals, such as people connected to those employees or employees who are involved in the administration of the SSAS) I am lawfully entitled to disclose this information to you for the purposes of you establishing and operating the SSAS or such other purposes as I provide the information to you for, and I have informed the relevant individuals that I have provided the information to you and provided them with a link to your Privacy Notice (or a copy of it).

Signed :

Date :

### 3. Investment intentions

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Please indicate your initial investment intentions for the scheme. If this section is not completed then pending the receipt of investment instructions, and if necessary the appropriate application forms, any funds received will be held in the pension scheme's designated current account.

We reserve the right to refuse to place an investment we feel will contravene HMRC rules for investment regulated pension schemes, or which would otherwise contravene the firm's Investment Policy. If in doubt as to whether a particular investment is allowable please seek approval from us.

**Please Note: We do not transact on an Execution Only basis. All investments must be advised by an FCA regulated financial adviser.**

Investment intentions:

Investment Manager (if applicable):

Address:

What is the scheme's projected fund value at the end of the first year?

### 4. Scheme accountant

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Name of accountant:

Name of firm:

Address:

Post code:

Email Address:

Telephone number:

Fax No.

### 5. Scheme financial adviser

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Name of adviser:

Name of firm:

Address:

Post code:

Email Address:

Telephone number:

Fax No.

FCA Reference Number:

talbotandmuir

**Talbot and Muir**  
22-26 Clarendon Street  
Nottingham  
NG1 5HQ  
Telephone 0115 841 5000  
Facsimile 0115 841 5027  
[www.talbotmuir.co.uk](http://www.talbotmuir.co.uk)

Talbot and Muir Limited provides administration to Small Self Administered Pension Schemes.

Talbot and Muir SIPP LLP provides administration to Self Invested Personal Pensions and is authorised and regulated by the Financial Conduct Authority.

Talbot and Muir is the trading name for Talbot and Muir Limited (company number 2869547) and Talbot and Muir SIPP LLP (company number OC306490), both registered in England, registered address 22 Clarendon Street, Nottingham, NG1 5HQ. A list of directors/members is available upon request.

SSAS New Scheme Q02 May 18