

## SSAS Takeover Questionnaire

Please complete this questionnaire as fully as possible. The information supplied will be held in the strictest confidence and subject to the provisions of the General Data Protection Regulation.

### Scheme details

Scheme name:

Pension Scheme Reference No. (PSTR)

Pension Regulator's PSR No.

Information Commissioners Office  
Registration number.

Is scheme registered for VAT?                      Yes                      No

If yes, VAT reg. number

Who is responsible for VAT returns?

Who is responsible for processing any  
member's PAYE on benefit payments?

Are all HMRC Scheme Returns completed and up to date?                      Yes                      No

Are there any pension sharing or earmarking orders in existence on the scheme?                      Yes                      No

Are there any professional reasons why we should not accept the appointment?                      Yes                      No

### Existing Scheme Administrator

Scheme Administrator name:

Scheme Administrator address:

Post code:

Telephone number

Contact name:

### Trust deed

Please provide details of all trust deeds below along with copies or originals of each document.

**Trust deed** (eg Deed of establishment, deed of appointment, trust deed and rules)                      **Dated**

### Sponsoring employer details

Employer's name:

Type of employer

Employer's registered address:

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

Post code:

Registered number:

Telephone number

Fax Number

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 carrying 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

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

## Scheme accountant

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Contact name:

Name of firm:

Address:

Post code:

Telephone number:

Fax number:

## Scheme financial adviser

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Name of adviser:

Name of firm:

Address:

Post code:

Telephone number:

Fax number:

FCA Reference Number:

## Scheme assets

Please provide details of the assets currently held within the scheme including any bank accounts, mortgages, unitised investments and share holdings

Asset type	Description	Policy/Acc no.	Approx value
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## Loan backs

Please provide the following information where the scheme has granted a loan back to the sponsoring employer. Please also provide copies of any loan agreements, legal charge documentation and repayment schedules

Date loan advanced	Amount	Term	Interest rate	Security
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Are all the loan repayments up to date? Yes  No

If no, please provide reasons why, along with details of any arrangements being made to bring the arrears up to date.

## Property

Where the scheme owns commercial property, please provide the following information along with any copies of leases, Land Registry Documents and independent valuations

### Property 1

Address:

Date purchased

Current Value

Date last valued

Purchased from a connected party? Yes  No

Tenant

Annual rent

Is rent subject to VAT? Yes  No

Lease start date

Lease expiry date

Rent review due

Are rental payments up to date? Yes  No

**Property 2**

Address:

Date purchased

Current Value

Date last valued

Purchased from a connected party?

Yes

No

Tenant

Annual rent

Is rent subject to VAT?

Yes

No

Lease start date

Lease expiry date

Rent review due

Are rental payments up to date?

Yes

No

**Property 3**

Address:

Date purchased

Current Value

Date last valued

Purchased from a connected party?

Yes

No

Tenant

Annual rent

Is rent subject to VAT?

Yes

No

Lease start date

Lease expiry date

Rent review due

Are rental payments up to date?

Yes

No

If any properties have rental payments that are not up to date please provide reasons why, along with details of any arrangements being made to bring arrears up to date.

**Share of fund**

Please provide details of the last known member share of fund

**Member name****Valuation date****Fund value**

## DECLARATION

*To be completed by the sponsoring employer/trustee. (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 :

Name :

## Documentation

Please enclose the following with this Questionnaire

- A member questionnaire for each scheme member
- All Trust Deeds relating to the Scheme.
- All Loan back documentation where applicable.
- All Property documentation where applicable.
- Copies of the Announcement letters to the members of the scheme.

Talbot and Muir are not VAT or PAYE specialists and therefore do not offer these services in-house. Where a scheme is VAT registered the completion of quarterly returns can be dealt with by either the company accountant for the sponsoring employer or a third party accountant of your choice. Likewise, PAYE can be processed via the sponsoring employer's payroll scheme, or by a third-party accountant of your choice.

To be completed by the sponsoring employer/trustee.

**I/We confirm the information provided in this document is true and accurate to the best of my/our knowledge. We understand Talbot and Muir Ltd will use this information to provide professional trustee services and scheme administration and will not be responsible for any inaccurate information provided by this document.**

Name:

Position:

Date:

Signature:

Please complete and return along with supporting documentation to the following address:

Talbot and Muir Ltd. 55 Maid Marian Way, Nottingham. NG1 6GE

**talbotandmuir**

55 Maid Marian Way  
Nottingham

NG1 6GE

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 and is authorised by and regulated by the Financial Conduct Authority to provide administration to Self Invested Personal Pensions.

Talbot and Muir is the trading name for Talbot and Muir Limited (company number 02869547), registered in England, registered address Dunn's House, St Paul's Road, Salisbury, SP2 7BF. A list of directors is available upon request.

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