

New SSAS Member Details Form

The information supplied will be held in the strictest confidence and subject to General Data Protection Regulation.

Following receipt of this questionnaire and the New SSAS Scheme 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.

Failure to provide and complete the full correct information may result in a delay in processing/registering the pension scheme with HMRC or could result in the application being rejected.

We will only establish a SSAS and accept transfers from clients who have been advised to do so by an FCA regulated adviser.

1 Member Details

Title:	<input type="text"/>
Surname:	<input type="text"/>
Forenames (in full):	<input type="text"/>
Date of birth:	<input type="text"/>
Place/Country of birth:	<input type="text"/>
Intended Retirement Age:	<input type="text"/>
Nationality:	<input type="text"/>
Sex:	<input type="text"/>
Marital status:	<input type="text"/>
Permanent residential address:	<input type="text"/>
Post code:	<input type="text"/>
Date moved to this address:	<input type="text"/>
If you have lived at the above address for less than 3 years, please also give details of your previous address:	<input type="text"/>
Phone number:	<input type="text"/>
Mobile number:	<input type="text"/>
Email address:	<input type="text"/>
National Insurance number:	<input type="text"/>
Do you have a Self -Assessment UTR?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide reason:	<input type="text"/>
If yes, please enter UTR number:	<input type="text"/>
Spouse's/partner's name:	<input type="text"/>
Spouse's/partner's date of birth:	<input type="text"/>

2 Status

In order to ascertain your membership status, please tick ONE of the following:

- 1. Employed persons.** A person chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 for the tax year concerned in respect of employment income as defined in the Act.
- 2. Pensioners.** A person chargeable to tax under Part 9 of the Income Tax (Earnings and Pensions) Act 2003 for the tax year concerned in respect of a pension.
- 3. Self- Employed persons.** A person chargeable to tax under Chapter 2 of Part 2 of the Income Tax (Trading and Other Income) Act 2005 for the tax year concerned in respect of annual profits or gains arising or accruing from any trade, profession or vacation carried out by an individual.
- 4. Children.** A child under 16. (SSAS members must be over the age of 18)
- 5. Any others** not falling **1, 2, 3 or 4** above, please select below

Caring for one or more children aged under 16	<input type="checkbox"/>	Caring for a person aged 16 or over	<input type="checkbox"/>
In full-time education	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
Retired	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other, please provide details

Employment details, if you have ticked either Box 1 or Box 3 on the above, please give the full name and address of your client's employer if employed, or your trading details if they are self-employed.

Employer's name:	<div style="background-color: #e6e6fa; height: 25px;"></div>
Nature of Business:	<div style="background-color: #e6e6fa; height: 25px;"></div>
Employer's address:	<div style="background-color: #e6e6fa; height: 40px;"></div>
Post code:	<div style="background-color: #e6e6fa; height: 25px;"></div>
Office number:	<div style="background-color: #e6e6fa; height: 25px;"></div>
Job title/occupation:	<div style="background-color: #e6e6fa; height: 25px;"></div>
Date employment commenced:	<div style="background-color: #e6e6fa; height: 25px;"></div>
Earnings/profits in current tax year:	<div style="background-color: #e6e6fa; height: 25px;"></div>

3 Transitional protection

If you've been issued transitional protection by HMRC (previously known as Lifetime Allowance protection) or have a valid Transitional Tax-Free Amount Certificate (TTFAC), please provide us with details below, and enclose a copy of the certificate with this application.

<input type="checkbox"/>	1. Transactional Tax Free Amount Certificate		
<input type="checkbox"/>	2. Enhanced protection	My certificate reference number is	<input type="text"/>
<input type="checkbox"/>	3. Primary protection	Uncrystallised lump sum rights on 5 April 2006	<input type="text"/>
		My certificate reference number is	<input type="text"/>
		Primary protection factor	<input type="text"/>
<input type="checkbox"/>	4. Fixed Protection 2012	My certificate reference number is	<input type="text"/>
<input type="checkbox"/>	5. Fixed Protection 2014	My certificate reference number is	<input type="text"/>
<input type="checkbox"/>	6. Individual protection 2014	My certificate reference number is	<input type="text"/>
<input type="checkbox"/>	7. Fixed Protection 2016	My certificate reference number is	<input type="text"/>
		Pension Scheme Administrator reference number is	<input type="text"/>
<input type="checkbox"/>	8. Individual Protection 2016	My certificate reference number is	<input type="text"/>
		Pension Scheme Administrator reference number is	<input type="text"/>
<input type="checkbox"/>	9. Pension credit factor	My certificate reference number is	<input type="text"/>
<input type="checkbox"/>	10. International enhancement	My certificate reference number is	<input type="text"/>

4 Contributions

Do you wish to make contributions? Yes No

Regular contributions	£ <input type="text"/>	Member (net)	£ <input type="text"/>	Member (gross)
Employer contributions	£ <input type="text"/>	Employer (gross)		
This will be paid (Frequency)	<input type="text"/>			
Single contributions	£ <input type="text"/>	Member (net)	£ <input type="text"/>	Member (gross)
Employer contributions	£ <input type="text"/>	Employer (gross)		

Date Money Purchase AA* applicable

*Money Purchase Annual Allowance (AA) is £10,000. It is applicable if you access any pension arrangement under Flexi-access Drawdown and take an income or received an uncrystallised funds pension lump sum.

5 Details of Transferring Schemes

Transfer One - Company/Scheme name:

Policy number(s)/Scheme Reference:

Address:

Postcode:

Name of contact:

Telephone number:

Email address:

Type of Scheme, (tick one): Personal Pension Defined contribution occupational
 Defined benefit occupational Section 32 buyout
 Other

If 'Other' please complete details:

Does this comprise of the full plan value? Yes No Please note crystallised arrangements can only be transferred in full.

Are the funds crystallised? (tick one) No Partially Fully

Transfer value (or estimate):

Transfer will be made (tick one) in cash in specie

Does this transfer have a protected pension age? Yes No If these boxes are left blank we will assume the answer is no.

Transfer Two - Company/Scheme name:

Policy number(s)/Scheme Reference:

Address:

Postcode:

Name of contact:

Telephone number:

Email address:

Type of Scheme, (tick one): Personal Pension Defined contribution occupational
 Defined benefit occupational Section 32 buyout
 Other

If 'Other' please complete details:

Does this comprise of the full plan value? Yes No Please note crystallised arrangements can only be transferred in full.

Are the funds crystallised? (tick one) No Partially Fully

Transfer value (or estimate):

Transfer will be made (tick one) in cash in-specie

Does this transfer have a protected pension age? Yes No If these boxes are left blank we will assume the answer is no.

GENERAL DATA PROTECTION REGULATION

Talbot and Muir will collect, store and process data you have provided on this application. We will use this information to enable us to 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 by Virtual Cabinet Ltd. The data we collect from you, or a third party is required to enable us to provide the services you have requested 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 contract and thereafter for so long as we can lawfully justify holding it.

DECLARATION

To be completed by the sponsoring employer/trustee. (please tick each box and sign below)

- I hereby confirm that I have read and understood the Privacy Notice and that I 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 my pension benefits in 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 me as may be required by that third party to enable them to trace my whereabouts in the future should Talbot and Muir be unable to do so and require such third party's assistance.
- Where I disclose personal data relating to other individuals, I also confirm that, as agent on behalf of those individuals, I have the right to give that personal data to you on their behalf and that I have informed them that I have given their information to you and provided them with a link to your Privacy Notice (or a copy of it).

ACCESSING OUR SERVICES

If your personal circumstances make it challenging to access our services, please provide us with some information so we can explore any reasonable adjustments that may help.

In order to provide additional support, we will need to gather some information about your needs, which can involve sensitive personal information. Due to the nature of this information, we require your express consent to process it for the purpose of providing the relevant support. We may also need to share this data with trusted third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs.

Your consent to share this more sensitive personal information is entirely voluntary and you may withdraw your consent at any time.

If you wish to consent to us processing your personal information for the purposes of support, please tick below.

I agree to my information being processed by Talbot and Muir Limited, to include being shared and gathered between relevant third parties.

If you have chosen to consent to this processing, please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you to improve how we work and communicate with you.

Should you have any questions about this process, or wish to withdraw your consent please contact our Administration teams in either Nottingham on 0115 841 5000 or Leeds on 0113 200 2980 or via email at customer.support@talbotmuir.co.uk

We take the privacy and security of your personal information very seriously. The information you (or a third party) provide us with will be processed in accordance with our Privacy Notice which you can access here - <https://nucleusfinancial.com/privacy-notice>

Your consent to share personal information is entirely voluntary. If you wish to amend your personal information or withdraw your consent, you can do this at any time by contacting us. If you would like to get in contact with us, please contact our Administration Department on 0115 841 5000 or via email at customer.support@talbotmuir.co.uk

Signed:
Name:

Date:

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 0115 841 5000 (or via the Typetalk service on 18001 0115 841 5000).

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