Member Trustees' Guide for the TPSG SSAS

In this document, you'll find important information about your Small Self Administered Scheme (SSAS). It gives you all the details you need to understand how your SSAS works. Please ensure you keep it for future reference. If you would like to discuss anything, please feel free to call us on 01249 280020; we're here to help.

Important:
This is an important document. You should keep it safe for future reference. This document is based on our interpretation of current legislation, regulation and HMRC practice and should not be relied upon for detailed advice or as a statement of law. It is important to remember that current tax provisions may change in the future. The Pension Solutions Group Limited (TPSG) and The PSG Trust Company Limited are not authorised to give financial advice and the services provided by The Pension Solutions Group Limited do not extend to financial advice under the terms of The Financial Services and Markets Act 2000.

The Pension Solutions Group Limited Registered in England and Wales (06683561), Registered Office: Unit F1, Avonside Enterprise Park, New Broughton Road, Melksham, Wiltshire, SN12 8BT. The PSGi Trust Company Limited Registered in Ireland no. 442080 and PSGi Limited Registered in Ireland no. 503867 whose Registered Offices are both at: Unit 5B, Unit 5H, Fingal Bay Business Park, Balbriggan, Co. Dublin and whose Directors are: Duncan Parsons, Natalie Pike and Mike Baker.

V13 01042021

If you need assistance, please call us: 01249 280020

Important information about your Small Self Administered Scheme

Introduction
We know that a Small Self Administered Scheme (SSAS) can be an incredibly useful retirement planning tool for a lot of people, but all too often the flexibility that you think you are getting, just isn't there. For starters most providers will stipulate what their Clients can invest in, rather than offer you the full flexibility allowed by prevailing legislation. That's really where we come in; what you see is what you get. We aren't offering you one thing in theory and another in practice, our approach to SSAS administration is driven by wanting you to have the very best that a SSAS can offer – maximum flexibility, unrestricted access to all investment options, dedicated administration and no compromises. We've spent quite a bit of time looking at how other SSAS providers behave so that we can offer you an alternative - a Small Self Administered Scheme in more than just name.

This guide is designed to give you, the Member and Trustee of a TPSG SSAS, all the information you need about the SSAS, its benefits and investment opportunities as well as your responsibilities as a Trustee.

The SSAS
A TPSG SSAS is a self-directed Occupational Pension Scheme, sponsored by an employer or employers, independently established under individual Trust for the benefit of its Member(s) and registered with HM Revenue and Customs (HMRC) as a Registered Pension Scheme. Membership of a TPSG SSAS is at the discretion of the sponsoring employer(s), but members do not always need to employed by one of those companies, the SSAS can be joined by employees of other employers.

The Member Trustees
The Members of the SSAS will also be Trustees of the SSAS and are known as Member Trustees.
The Member Trustees cannot be:

- minors;
- persons convicted of an offence involving dishonesty or deception;
- individuals with undischarged arrangements with creditors;
- disqualified Directors;
- persons disqualified from being a Trustee by the Pensions Regulator.

Any Member Trustee who finds themselves in one of these categories must resign as a Trustee immediately.

The Independent Trustee and the Scheme Administrator
The PSG Trust Company Limited is the Independent Trustee for the SSAS and is a co-owner of all SSAS investments and signatory to all SSAS bank accounts. The Pension Solutions Group Limited (TPSG) acts as the Scheme Administrator registered with HMRC.

The Member Trustees' Guide responsibilities

It is the duty of the Member Trustees and The PSG Trust Company Limited to ensure that the SSAS is properly administered. This is partly achieved by the appointment of a Scheme Administrator. Trust law requires the Trustees to act prudently, conscientiously and with the utmost good faith and in the best interests of the beneficiaries of the Trust. Member Trustees have a responsibility under relevant legislation to:

- hold regular Trustee meetings to which all Trustees are invited and prepare minutes of all Trustees' meetings and ensure that the date, time, place, attendees and decisions are recorded;
- receive investment advice;
- regularly review investments to ensure they remain appropriate;
- prepare the annual accounts for the SSAS. TPSG will ensure the annual accounts are completed as part of our standard service;
- provide information to the Members;
- maintain accurate and complete SSAS records.

TPSG will also:

- provide Trust documentation to establish and govern the SSAS and where necessary amend it;
- register the SSAS with HMRC;
- provide SSAS administration services;
- maintain SSAS accounting records;
- provide technical support regarding all aspects of the SSAS, its investments and benefits;
- liaise with HMRC where necessary and file the scheme reports required by HMRC;
- make any payment due to HMRC from the trustee bank account.

TPSG will advise the Member Trustees on the regulations affecting their SSAS and the requirements of legislation. TPSG representatives are available to attend Trustee meetings.

As Independent Trustee, The PSG Trust Company Limited must be party to and co-owner of all investments.

The tax efficient Trust

A TPSG SSAS provides members with considerable tax advantages, for example:

- a member who is a UK resident will receive tax relief on their personal contributions of up to £3,600 (gross) or 100% of their earnings, if greater, as long as they do not exceed the Annual Allowance (see page 4) applying to the tax year in which the contribution is made;

>>

- contributions made by an employer qualify for tax relief in the year they are made, provided they are wholly and exclusively for the purposes of the employers trade;
- investments (other than dividend income on UK equities) grow free from UK Capital Gains Tax and Income Tax;
- pension benefits can be drawn from your SSAS from age 55, some of which can be paid free from income tax (usually limited to 25% of the total fund being converted to drawdown crystallised);
- lump sum death benefits can be paid free from Inheritance Tax;
- investments are protected from personal bankruptcy.

The Chairperson is a Member Trustee appointed by the other Members (in the case of a SSAS with more than one Member). The Chairperson's role will include being TPSG's main point of contact on behalf of the SSAS.

Funding the SSAS
Members and their employers may contribute to the SSAS. TPSG can provide details on the level of contribution necessary to fund for specific pension benefits and engage the services of an Actuary if required.

Member contributions
There is no limit to Member contributions but tax relief will only be granted on contributions up to 100% of the member's earnings in any tax year, subject to the Annual Allowance (or Money Purchase Annual Allowance (MPAA) once an income has been taken in the case of Flexi-Access Drawdown or Uncrystallised Funds Pension Lump Sum (UFPLS)). Members who do not have earnings may contribute up to £3,600 gross (£2,880 net) in the tax year.

Employer contributions
Employer contributions are similarly unlimited and will receive corporation tax relief in the year they are made, provided they are wholly and exclusively for the purposes of the employer's trade and which do not exceed 100% of the member's earnings in the tax year of payment. However, the situation for controlling company directors is less straight forward and contributions may not be limited to 100% of salary. Specialist advice should be sought from the Sponsoring Employer's accountant. Employer contributions are also subject to the Annual Allowance (or MPAA).

In addition, HMRC may require tax relief on the employer's contributions to pensions to be spread over more than one accounting period if there was a large increase in the level of the employer contributions from one chargeable period to the next. The employer's accountant should advise on these aspects.

The Annual Allowance (AA)
Whilst there is no limit at all to what you can contribute, HMRC will only allow a certain amount of tax relief each year. This is known as the Annual Allowance, the current limit is £40,000.

>>

Any contribution in excess of the Annual Allowance will be subject to a 40% tax charge, levied on you by HMRC.

The only times that the Annual Allowance does not apply and no tax charge will be levied are:

- in the year in which you retire where your retirement is on the grounds of severe ill health;
- in the year that you die.

Annual Allowance Tapering
Tapered Annual Allowance means that from the tax year 2016/17, the AA is reduced but only for those with incomes in excess of £150,000. For a full explanation of what is included in the definition of 'income' for these purposes, you should talk to your Financial Adviser.

Income in excess of £150,000 is 'adjusted income' and this includes income for the year plus pension contributions (both personal and company contributions). If income does not exceed £110,000, pension contributions are ignored. It is therefore possible to have adjusted income of greater than £150,000 (when you have added in pension contributions) but income of lower than £110,000 which means tapering will not be triggered.

If income exceeds £110,000 and adjusted income exceeds £150,000 tapering is applied and for every £2 of income above £150,000, you would have your Annual Allowance (AA) reduced by £1, down to a minimum AA of £10,000. The maximum reduction to the AA is therefore £30,000 but you would need an adjusted income of at least £210,000 to trigger the full effects of tapering.

Carry-Forward
You may qualify for tax relief on contributions in excess of the Annual Allowance where you have unused Annual Allowance from the three previous qualifying Tax Years. A Tax Year will qualify provided you were a Member of a Registered Pension Scheme. For the purposes of the Carry-Forward facility the Annual Allowance is always deemed to be at the prevailing rate (currently £40,000) even if it was higher than this in previous Tax Years.

Money Purchase Annual Allowance (MPAA)
The current MPAA allowance is £4,000. Where you have taken an income payment in the form of Flexi-Access drawdown or UFPLS, any pension contributions or pension accruals made in the tax year during which you take income, or in any subsequent tax years after, will be subject to the Money Purchase Annual Allowance with no Carry Forward.

It is important to note that you must inform us and any other pension provider if you have, or do in the future take any income in the form of Flexi-Access Drawdown (or UFPLS) from any pension fund. From the point of the first income payment the contributions will be limited to MPAA for all pension schemes combined. It is your responsibility to inform all schemes within 91 days of this date otherwise a £300 fine could be imposed.

How much tax relief a Member will receive on his or her contributions also depends on one of the following:

If the Member is resident in the UK, or in receipt of relevant UK earnings that are subject to UK tax:

- the Member can contribute up to 100% of their salary (up to the Annual Allowance) and;
- the tax relief the Member will receive on his or her contributions is the higher of £3,600 gross or 100% of your UK earnings;
- if the Member has no earnings, he or she can contribute £2,880 net and receive basic rate tax relief on this amount.

If the Member is not resident in the UK, but was when the SSAS was set up and has been UK resident at some point in the last five years:

- tax relief will be granted on contributions up to £3,600 gross, but;
- if the Members contribute over £2,880 net, they will not receive any tax relief on the excess;
- if the Member is non UK resident the Member can still contribute any amount they like, but he or
- she will not receive any tax relief on their contributions from HMRC;
- tax relief on Member contributions is claimed via the Members personal tax return.

There are some other important points relating to making contributions that you should be aware of:

- if a Member has Enhanced Protection, Fixed Protection or a third type of protection called Individual Protection, he or she should consult his or her Financial Adviser before making any contributions as the Member will lose this protection once he or she has done so;
- a Member can have a SSAS and be a Member of a personal pension scheme as well without restricting the amount the Member can contribute to either. However, the Member only has one Annual Allowance (or MPAA) covering all schemes;
- there is no minimum requirement for contributions;
- the Member's contributions, the Member's employer's contributions and any increase in the value of any defined benefits scheme that the Member is entitled to, will count towards the Member's Annual Allowance (or MPAA);
- transfers or debits from a divorce settlement, do not count towards a Member's Annual Allowance (or MPAA);
- a Member or their employer can make contributions to his or her SSAS in the form of other assets, as well as just cash, such as certain shares or other assets permitted as investments in the SSAS. The Member should take advice from his or her Financial Adviser if he or she is considering this;
- contributions paid by the Sponsoring Employer or another participating employer that sponsors the SSAS will be paid gross.

>>

The Lifetime Allowance

The Lifetime Allowance (LTA) (not to be confused with the Annual Allowance), is the maximum fund that you can accrue from all sources without incurring a tax charge from HMRC. The LTA is currently £1,078,900.

If the fund a Member uses to provide benefits, exceeds their LTA, they can choose to take the excess as income, as a lump sum, or as a combination of both, but will incur a tax charge of:

- 25% on the excess, if paid as an income (in addition to income tax on the income payments), or:
- 55% on the excess, if they take the funds as a lump sum.

Existing pension arrangements

Members could also have pension benefits in other pension arrangements, such as other employer sponsored schemes or personal pensions either in another UK Registered Pension Scheme or a Qualifying Recognised Overseas Pension Scheme. The assets within these pensions could be transferred to the SSAS and if any of the following possible courses of action are being considered by a Member they should be discussed with the appointed Regulated Financial Adviser:

- transfer the value of the investments in other arrangement(s) into the SSAS, by cash or In specie transfer. This will increase the funds/asset under the control of the Member(s) and available for investment;
- assign other pension policies or assets so that they become an asset of the SSAS (subject to any requirements of the policy provider being met). Assigning another arrangement to become an asset of the SSAS, increases the overall value of the SSAS and contributions to the assigned policy can continue, unless the Member has Enhanced Protection, Fixed Protection or Individual Protection. This option is often taken when a surrender of the policy and a cash transfer is not preferable. For example, a penalty would be incurred if the funds were moved or the loss of certain rights, such as guaranteed annuity rates;
- make the other arrangement paid up, leaving the funds with the existing provider if there are unacceptable penalties on the fund if a transfer proceeds, or if there are guaranteed annuity rates attached to the arrangement and the Member does not wish it to be assigned to the SSAS or assignment is not possible;
- continue to run the other arrangement alongside the new SSAS.

You will not lose any Enhanced Protection, Fixed Protection or a third type of protection called Individual Protection, entitlement on transfer, provided it is a 'permitted transfer' under HMRC rules.

Pensions and divorce

When the courts review the assets of the individuals going through divorce proceedings, accrued pension benefits can be taken into account. This may result in one party receiving a pension credit from the other, who incurs a pension debit of the amount that is ordered to be paid.

>>

If you need assistance,
please call us:
01249 280020

Pension credits count towards the recipient's LTA. Pension debits can be replaced by future contributions.

SSAS bank accounts
Once TPSG receives notification from HMRC that the SSAS has been registered, TPSG will open a trustee bank account. This account is used to hold the cash funds necessary to run the SSAS. As Independent Trustee, The PSG Trust Company Limited is sole signatory to all accounts and acts under instruction from the Chairperson.

Investments in the SSAS
TPSG SSAS Member Trustees have complete control over their investments and are free to appoint the investment adviser of their choice to help take advantage of the wide range of investment opportunities open to them. Decisions relating to investments must be made with the unanimous agreement of all members.

There is no restriction on the sale or purchase of assets to or from Member Trustees or other connected parties, but these transactions must be at arms length, i.e. at market value.

Please note that TPSG will allow any investment to proceed, subject to the rules of HMRC.

Investment opportunities
Commercial property
Land
Loans to unconnected parties
Unquoted shares
Gilts, bonds & fixed interest stock
Authorised Investment trusts
Authorised Unit trusts
Insurance company funds
Bank & building society deposits
Futures and options
Second hand traded endowments
UK Real Estate Investment Trusts (REITs)
Insurance company managed funds and unit linked funds
Quoted equities on the London Stock Exchange
Securities on the Alternative Investment Market (AIM)
Quoted worldwide equities
Exempt Property Unit Trust
Offshore managed funds
UK and EEA based Open Ended Investment Companies (OEICs)

This list is not necessarily exhaustive.

Investments that attract a tax charge
Residential property
Antiques
Rare books and stamps
Oriental rugs
Furniture
Works of art
Vintage cars
Yachts
Jewellery and gemstones
Krugerrands
Loans to members of their families
Fine wines

>>

Property purchase
Commercial property can be purchased through the SSAS, as part of the Trustees' investment strategy. An independent valuation of the property must be obtained before the purchase. If there are insufficient funds in the SSAS, the SSAS can borrow to assist the purchase. Insurance must be in place at all times and rental payments must be kept up to date, and this is particularly important where borrowing repayments are to be met from rental income.

Loans
Sponsoring Employer Loans can be made to the Sponsoring Employer or a participating employer. Loans can also be made to third party companies or individuals. Loans are restricted by the size of the fund.

The main rules for Sponsoring Employer Loans are as follows and must be strictly adhered to:

- loan are restricted to a maximum of 50% of the value of the net assets of the SSAS;
- the borrower must have access to a suitable, unencumbered asset to use as security for the loanbut the asset does not have to be owned by the borrower. It could be owned by a member or a third party. The asset could be property, shares (subject to an independent auditor's valuation), shop stock (provided stock levels are maintained at the required level) or another valuable asset.
- It must be possible for a first charge or equivalent to be given to the SSAS Trustees over the asset to cover the loan capital and interest on the loan (for the duration of the loan);
- the asset must stand up to formal independent valuation by a qualified person;
- the borrower must be financially capable of meeting regular capital and interest repayments over a maximum term of 5 years;
- the minimum interest rate the SSAS may charge is calculated by reference to 1% above the average of the base lending rates of the 6 leading high street banks as specified by HMRC;
- if the borrower defaults on the loan, the SSAS Trustees will enforce the loan security in order to recover the debt.

The terms and conditions of any loan must be authorised by TPSG and all Member Trustees, who must be able to demonstrate that it is a prudent investment decision if questioned by HMRC.

Unlisted company shares
Investment in unlisted shares is permitted but there are HMRC restrictions on investments in connected parties. The restrictions are to ensure that members do not derive any non-relevant benefits or indirectly invest in assets that attract a tax charge, such as residential property. Please contact us if you are considering this type of investment.

Borrowing to invest
The SSAS may borrow money from lenders to purchase particular assets, or to otherwise benefit the Member. This could include borrowing to provide a

>>

member's benefit that has become payable. The maximum the SSAS can borrow is 50% of the net fund value at the date the borrowing is taken.

Trading
If pension schemes trade, tax becomes payable by the Trust on the trading activity and must be declared on a self assessment form at the end of the fiscal year. The onus of deciding what is a trading activity rests with the Trustees and the Scheme Administrator; for example, a SSAS that purchases property for development and then sells it on a short while later for a profit is unlikely to encounter any problems, but repeated activity of this nature would be considered as using a SSAS to trade. Such activity may jeopardise the registered status of the SSAS as well as incur tax charges. It is advisable to obtain specialist accountancy advice.

Registration of investments
The PSG Trust Company Limited, as Independent Trustee, must be a named party and co-owner of all investments.

Non-standard investments
TPSG permits a wide range of alternative investments. These investments tend to be unregulated or unauthorised, illiquid in nature, potentially of a higher risk and may be restricted in terms of who is permitted to invest in them.

An example is unregulated collective investment schemes, which are a category of investment that may only be invested in provided the underlying investor qualifies as either a High Net Worth or a Sophisticated Investor or similar. TPSG is able to confirm what the qualifying criteria of these categories of investors are on request. Not all non-standard investments are subject to these investor restrictions, but where these investments exist, TPSG will not permit those investments to proceed unless the qualifying criteria are met.

Investment Due Diligence process
TPSG subjects all investments to a comprehensive Due Diligence process before permitting the investment in the SSAS and each investment must be signed off by our internal Investment Committee.

As part of its Due Diligence TPSG will take reasonable steps to establish and verify the legal structure of the investment, the individuals responsible for running the investment structure, the nature of the investment and its objectives. We will raise any concerns we have on any aspect, with you, and confirm why we have not approved the investment, if applicable.

It is important to note that the purpose of the Investment Committee is to approve and permit the investment for the SSAS, but this does not constitute an endorsement of the investment and nor does it constitute a judgment as to the suitability of the investment for you as the SSAS member. As a pension scheme self-directed by the member, investment choice and selection is your responsibility in conjunction with your adviser, if any.

Investment process
We will act promptly upon any written instructions to invest in any permitted investment, but you should consider taking appropriate advice from a Regulated

>>

Financial Adviser before doing so. In addition, whilst we will always act as swiftly as possible, certain transactions will involve third parties over which we will have no control.

For more details on what you need to do to invest in any of these types of SSAS assets, you should talk to a Financial Adviser. However, provided advice is not required, and you just want some guidance on the SSAS Rules or HMRC practice or have a procedural question, please feel free to call us on 01249 280020.

Where a proposed investment is not yet approved by TPSG we endeavour to carry out our the Due Diligence process as quickly as possible but we will be reliant on your cooperation, and the cooperation of third parties in order to swiftly deal with this aspect.

Taking Benefits from the SSAS
What benefits can I take?

- a tax free lump sum, which is normally up to 25% of your share of the fund held in the SSAS, up to the maximum of 25% of the prevailing LTA, which can be taken any time from age 55 and is usually taken by your 75th birthday;
- an income, known as Flexi-Access Drawdown can be paid from age 55;
- a combination of income and lump sum paid out together known as UFPLS;
- an Annuity (secured pension), which can take the form of a conventional annuity, unit linked annuity or flexible unit linked annuity, purchased on the open market from a EEA insurance company or friendly society;
- a combination of phased Flexi-Access Drawdown, UFPLS and/or phased annuity purchase, allowing you to draw benefits in steps by using part of your fund initially and the remainder over a period of time. Each Benefit Crystallisation Event requires a test against the LTA which will take into account any benefits already crystallised from any other Registered Pension Schemes;
- a short term annuity purchased on the open market from a EEA insurance company or friendly society. This type of annuity is payable for a term of no more than five years.

You are able to transfer your flexible benefits to one or more different providers. If you were already in Capped Drawdown on the 6th April 2015, then you will remain in Capped Drawdown unless you decide to convert to Flexi-Access Drawdown, or you take additional benefits that exceed the current maximum income level.

You should always discuss the various options available to you with your Financial Adviser, to see what they are and which is most suited to your needs. Different product options from alternative providers will have features, rates of payment, different charges, and different tax implications.

There may be tax implications associated with accessing flexible benefits. Pension income is taxable at your marginal rate, which is dependent on the amount of income you receive from other pensions and other sources.

You can take your benefits anytime from age 55 (57 from 2028 increasing in line with State Pension Age (SPA) and thereafter 10 years below SPA), whether you have retired or not. When you do so, we will test your fund against the prevailing LTA, to ensure it is within limits and arrange for the appropriate HMRC tax charge to be paid from the fund if it is not.

The size of your fund at the time you take your benefits will depend on how much has been invested and the growth of those investments. In addition to the size of your fund, your pension benefits will depend on:

- how much you have previously taken in benefits;
- if you buy an annuity (secured pension on the open market) your age is again taken into account, along with the prevailing annuity rates;

There is no compulsion to take benefits at any time and there is no minimum or maximum amount of income you must take. There are also no restrictions on the level of income that you can take but the amount of further pension contributions you can make to money purchase schemes will be restricted. Any pension contributions or pension accruals made in the tax year during which you take income or in any subsequent tax years after will be subject to the MPAA. If you have a defined benefit scheme, you will still be able to contribute and accrue benefits up to the value of £40,000.00 a year in total but the amount you contribute to money purchase pensions must not exceed the MPAA.

Benefit Crystallisation Event

- Taking benefits from your fund is known as a 'Benefit Crystallisation Event' (BCE). When a BCE takes place, we will check to ensure you have not exceeded the LTA. Any amount above the LTA will result in a tax charge. Examples of triggers for BCEs are:
- taking Pension Commencement Lump Sum or ill health lump sum;
- taking Flexi-Access Drawdown ;
- buying an annuity;
- transferring your benefits overseas;
- reaching age 75.

If the fund you use to provide your benefits, exceeds your LTA, you can choose to take the excess as income, as a lump sum, or as a combination of both, but you will incur a tax charge of:

- 25% on the excess, if paid as an income (in addition to Income Tax on the income payments), or:
- 55% on the excess, if you take the funds in excess of a lump sum.

You should discuss what alternative levels of income are available to you and the implications of taking them, with your Financial Adviser. You will need to be mindful of the level of income you need, the income you receive or will receive

>>

from other sources, as well as the rise in the cost of living and the need to provide for dependants.

You can vary your income level at any time. We will send you annual statements that illustrate the progress of your fund, taking into account withdrawals, fees and the performance of your investments. This will provide you with the information you need to review your SSAS with your Financial Adviser.

What benefits are available on death?
How and what may be paid in the event of your death, is dependent on a number of factors such as the age at death of the person passing down the fund. You can nominate a beneficiary of your choice to receive your fund and this is not limited to family members.

Death before age 75:
If you die before age 75 death benefits may be payable to parties entitled to receive them as follows:

- a tax free lump sum to a nominated Beneficiary;
- income payments from the SSAS to a nominated Beneficiary paid as Flexi-Access Drawdown or secured via a lifetime annuity.

All funds must be designated within 2 years from when the scheme administrator was/ought to have been aware of the death. If the funds were not designated within this 2 year period a tax charge will be levied and the lump sum will be tested against the LTA. If you do not have any Protection, HMRC will levy a 45% tax charge to the funds in excess of the LTA and the recipients are liable for this charge. However, there is no Inheritance Tax payable, unless paid to your estate.

If you do not have any dependants, a charity can receive a lump sum, currently without a tax charge (and without any test against the LTA).

Death before or after taking benefits after age 75:

If you die whilst you are age 75 or over, regardless of whether you are taking income payments in the form of Flexi-Access Drawdown, death benefits may be payable to parties entitled to receive them, as follows:

- a lump sum or income, to a nominated Beneficiary less a tax charge at the recipient's MarginalRate;
- income payments from the SSAS, to a qualifying dependant(s), paid as Flexi-Access Drawdown or secured via a lifetime annuity.

If you do not have any dependants, a charity can receive a lump sum, currently without a tax charge (and without any test against the LTA).

If you die after buying an annuity:

any dependant's pension that you selected will continue for their lifetime;

>>

If you need assistance, please call us: 01249 280020

if you die soon after buying your annuity, it will continue to be paid for any guarantee period thatwas specified at the time of purchase.

Definition of a dependant:
A dependant is defined as one of the following:

- a spouse at date of death;
- a child under 23;
- a child over 23 dependant on grounds of physical or mental impairment;
- a person who is not a spouse or child of the member, but:
  - is financially dependent on the member;
  - has a financial relationship with the member and a mutual dependency;
  - is a person who is dependent on the member on the grounds of physical or mental impairment.

What fees will I have to pay?
There are flat rate annual fees that cover the general day to day administration of your SSAS, which vary according the activities your SSAS is involved in and the value and type of investments it holds. In addition there are one-off fees that relate to specific transactions, such as property purchase. All our fees are detailed in our Services and Fees. Please refer to this along with our other documentation.

Unless there is a major change in governing legislations or regulations, administration and Trustee fees will normally only increase each year by the higher of 3% or in line with annual increase in the index of Average Weekly Earnings (AWE).

There are no hidden fees, such as deducting a proportion of bank interest earned on your funds held on deposit, which can account for significant increases to the overall annual fees that you pay, compared with those quoted.

All fees will normally be paid by the Sponsoring Employer of the SSAS. We will always issue our invoices in advance, to allow sufficient time for funds to be made available.

Additional Information
Unauthorised payments
Payments out of the SSAS, which are not authorised under The Finance Act 2004 as amended, are defined as unauthorised payments.

The regulations governing Registered Pension Schemes contain numerous ways in which an unauthorised payment may be made. An unauthorised payment is defined as a payment made by a registered scheme, that is not permitted by the SSAS rules or regulations relating to the following:

- benefits paid before the minimum pension age;
- taxable investments or exceeding permitted maximums (e.g. borrowing more than 50% of net SSAS funds);

- writing off income due to the SSAS if it's due from a connected party;
- other payments, which may be made by a Registered Pension Scheme (e.g. limits on refund of surplus).

If an unauthorised payment is made, or is deemed to have been made, the recipient of the payment will be liable to a tax charge of 40% assessed on the value of the payment. This tax charge is known as an unauthorised payment charge. A Scheme Sanction Charge of 15% of the value of the payment will also be levied on the Scheme Administrator. Further tax charges may also arise as a consequence of the unauthorised payment.

Important note on tax
This document is based upon our understanding of current UK legislation and HMRC practice, both of which are subject to change. It is not a substitute for detailed advice or a statement of law. Tax relief rates may also change and will be based on a member's personal circumstances and this may affect the amount of benefits the member receives.

Data Protection
TPSG will register the Scheme with the Information Commissioner's Office on behalf of the Trustees as the Trustees are a Data Controller for the purposes of the legislation.

Access to impartial guidance
The government provides a service which offers free and impartial guidance on how you are able to exercise your freedom of choice in accessing your pension. "Pension Wise", as it is known provides impartial guidance to help answer questions you may have on how the different ways in which you can draw your pension work, what you can do with your pension savings and which elements are tax free. The service is provides by the Citizens Advice Bureau and the Pensions Advisory Service. Pension Wise is available on the phone, online and face to face.

Complaints
If you have a complaint about the services we provide please contact
The Chief Operating Officer at:

The Chief Operating Officer
The Pension Solutions Group Limited
The Coach House
Box House
Bath road
Box
SN13 8AA

If you need assistance,
please call us:
01249 280020

If you are not satisfied with the outcome, you can write to:

The Pensions Ombudsman
10 South Colonnade
Canary Wharf
E14 4PU

You may also obtain assistance from:

The Pensions Advisory Service (TPAS)
11 Belgrave Road
London
SW1V 1RB
Law

The law of England will apply.

The Pension Solutions Group Ethical pricing policy
TPSG is proud to operate an ethical pricing policy which ensures there are no hidden charges. For example some providers take a slice of the interest earned on the monies held in SSAS bank accounts – we do not. What we charge is what you see in our Services and Fees document and nothing more.

On occasion, we may refer to a fee as 'time cost'. This is not a smoke screen to allow us to charge as we see fit, it is only ever used when dealing with a task that we know from extensive experience is hard to price. In those rare situations, not only will we discuss and advise the likely fee before starting the work, we will provide evidence of the time spent used to calculate the final fee. We believe this to be the fairest and most honest way of addressing such issues.

Why TPSG?
Here at TPSG, we know how important it is not just to promise dedicated and efficient administration for your retirement fund, but to actually deliver it. Our highly motivated people have honed their considerable experience during their many years in the industry. This enables us to ensure that all aspects of self invested administration, from concept to establishment, ongoing investment selection and the timely payment of benefits, are in good hands. Our team is focused on making your experience, when placing your retirement plans in our care, the one you'd given up hope of finding.

We have strong opinions, not just on how self invested administration should be done but perhaps, more importantly, how it shouldn't. You will find that it is these shared opinions that form the foundations of all we do and how and why we do it. They motivate us to offer you something genuinely different – a straight forward 'do what we say we will' approach.

In addition, we want to demonstrate how innovative and effective we are. We've all been told, 'the answer is yes – what is the question?' However, what is actually the case all too often is 'the answer is yes as long as our administration systems can cope and we have the technical know how'. We take no small amount of pride in being able to offer you positive answers to questions you hadn't even thought to ask.

>>

Most providers in our specialist corner of the market place talk a good game but, all too often, offer the same product with the same poor service and the same tired look. We view things differently because we've all been there before and we know it can be so much better. That's why we are constantly looking at what we can do and how we can do it, this helps us stand out and keeps us ahead. We don't just do this for the sake of it, we do it because we want to keep existing clients happy and not just chase after new ones. Also, because in our own way we want to liven things up every now and then.

Welcome to our world of administration – one day all Small Self Administered Schemes will be run like this.

How to contact us
If you need to contact us for any reason about your SSAS, please contact us at the following address:

The Pension Solutions Group Limited
The Coach House
Box House
Bath Road
Box
Corsham
SN13 8AA

Tel: 01249 280020
Fax: 01249 280021
Email: info@tpsg.co.uk

tpsg.co.uk