

# Application for a PSG SSAS

You should complete this application form if you wish to set up a Pension Solutions Group Limited (TPSG) SSAS. Before completing it, please read our SSAS Member Trustees Guide and the Services and Fees and we recommend that you take advice from your appointed Regulated Financial Adviser, to ensure this is the right product for you.

To avoid any delays in us processing your application, please ensure that you fully complete the form and read all notes in the notes column. Once fully completed, this form gives us all the details we need to set up your new SSAS. If you would like to discuss anything, please feel free to call us on 01249 280020; we're here to help.

If you need assistance,  
please call us:  
01249 280020

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SSAS details

Notes

For example - ABC Limited SSAS (but it can be anything you like). Please note that if you do not provide a name, we will allocate one.

You must appoint a Chairperson (who is also a SSAS Member Trustee). The Chairperson is TPSPG's main point of contact, on behalf of the Member Trustees, about all matters relating to the SSAS.

All members in the SSAS will be appointed as Trustees. Please advise us of all the individuals who will be joining the SSAS in addition to the Chairperson.

Please also complete a Member Application for each person joining the SSAS.

What would you like to call your SSAS?

Called "The SSAS" in the remainder of this application.

How many members will there be in the SSAS at set up?

Who should be contacted with any relevant SSAS documents?

Chairperson  Adviser  Other Member

Chairperson's (Member/Trustee 1) title

Mr  Mrs  Ms  Miss  Other

If 'Other' please state

First name(s)

Surname

Previous/other names

Permanent residential address (including country)

  
  
  


Postcode

Telephone Number

Mobile Number

Fax Number

Email Address

Member Trustees

Name

Name

Name

Name

Name

Name

Name



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Principal  
Employer's details

Notes

Please arrange for your adviser to complete a Corporate Verification Certificate (CVC) for the Principal Employer.

Please note: we will only ever use your email address to contact you concerning your [clients] scheme and our service.

Contact name

Company name

Registered office address

Postcode

Telephone Number

Fax Number

Email Address

Company registration number

Financial year end

Nature of business

Corporation tax district

Corporation tax reference

PAYE district

PAYE reference

Trading address (if different from above)

Postcode

Is the company VAT Registered?

Yes  No

If 'Yes' please confirm the Registration number

Number of Directors

\*Number of Directors with share ownership of 25% or larger

Number of employees

\* Please provide us with Certified ID (address and photographic) for Directors with a larger than 25% share

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**SSAS Objectives/  
Initial contribution  
details**

**Notes**

Please provide details of any proposed investments or requirements for payment of benefits.

Detailing factors that are likely to affect the SSAS in the first 12 months, such as investment strategy, property purchase or retirement plans (including timescales) will help us to assist you in achieving your goals. It will also help us to provide you with an efficient service.

Please provide details of the initial employer contribution for each member and the total initial contribution to be paid.

The Principal Employer should seek advice from its accountant before a contribution payment is made.

If a Member has Enhanced or Fixed Protection will be lost if a contribution is paid into the SSAS on his behalf or personally.

Members should seek independent advice from their adviser before a contribution payment is made.

Contributions cannot be paid until the SSAS has been registered with HMRC.

Once we have registered the SSAS with HMRC we will advise you of the Trustee bank account details so that contributions can be made.

Reason for establishing your SSAS

Member/Trustee 1 (Chairperson) - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 2 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 3 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 4 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 5 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 6 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 7 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Member/Trustee 8 - name	Amount (£)
<input type="text"/>	<input type="text"/>
Total contribution	<input type="text"/>



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Signatory to the annual  
Trustees Report & accounts

Authorise bank  
transactions

Administration

Notes

All Members will be appointed Trustees and this section is to confirm which of the Trustees (other than the Chairperson) will authorise bank transactions.

Please tick as appropriate.

We will open Trustee bank accounts with our preferred bank.

The Independent SSAS Trustee will act as sole signatory on all SSAS Accounts under the authority of the Trustees.

Please indicate which of the Trustees will authorise bank transactions and specify how instructions will be authorised by ticking to indicate if all specified Trustees will authorise bank transactions or either of the specified Trustees will authorise bank transactions.

All Trustees will always sign the Trustees Report and Accounts.

An additional fee will be charged for the completion of Self-assessment tax returns if they are required.

An additional fee will be charged for the completion of the accounts. Please refer to the Services and Fees.

Member/Trustee 1 - Chairperson

Member/Trustee 2

Member/Trustee 3

Member/Trustee 4

Member/Trustee 5

Member/Trustee 6

Member/Trustee 7

Member/Trustee 8

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

All to authorise

Either/or to authorise

Self-assessment tax returns

Please confirm if you would like The Pension Solutions Group to complete Self-assessment Tax returns for the SSAS if they are requested by HM Revenue & Customs (HMRC).

Yes  No

SSAS fees

You as Sponsoring Employer are responsible for settling the SSAS fees and you will usually be able to reclaim the VAT.

SSAS accounts

Please confirm if you would like The Pension Solutions Group to complete annual accounts for the SSAS to 5 April

Yes  No

Bank accounts

Please confirm the bank accounts the SSAS will require:

Sterling   
Euro

If you need assistance,  
please call us:  
01249 280020

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Regulated  
Financial  
Adviser's details

Notes

You should appoint a  
Regulated Financial Adviser

Please note: we will only ever  
use your email address to  
contact you concerning your  
[clients] scheme and our  
service.

Company name

Contact name

Network name (if applicable)

Address

Postcode

Telephone Number

Mobile Number

Fax Number

Email Address

FCA authorisation number/other recognised regulator as appropriate

Jurisdiction if regulated outside of the UK

Regulating authority and authorisation number

We will send all correspondence to you at your trading address and copies  
to your Financial Adviser.

Or, alternative address for correspondence/invoices as follows:

Contact name

Address

Postcode



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Unregulated  
Intermediary  
details

Notes

Please note: we will only ever use your email address to contact you concerning your [clients] scheme and our service.

Company name

Contact name

Address

Postcode

Telephone Number

Mobile Number

Fax Number

Email Address

We will send all correspondence to you at your trading address and copies to your Financial Adviser.

Or, alternative address for correspondence/invoices as follows:

Contact name

Address

Postcode



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## Investment options

### Notes

Please complete this section if you wish to appoint an Investment Manager/Stockbroker to act on behalf of the SSAS Trustees, in addition to your Regulated Financial Adviser.

Please ensure that your appointed Investment Manager fully explains the differences between the three appointment options.

Please tick this box if your Regulated Financial Adviser will also provide you with Investment Management/Stockbroker services.

Please note: we will only ever use your email address to contact you concerning your [clients] scheme and our service.

Do you wish to appoint an Investment Manager/Stockbroker?

Yes  No

If 'Yes', please confirm the basis of appointment:

Execution only  Advisory  Discretionary

Your Investment Manager's name

Your Investment Manager's address

  
  
  

Postcode

Contact name

Telephone Number

Fax Number

Email Address

FCA authorisation number

Do you wish monies to be held with your Investment Manager?

Yes  No

If 'Yes', please confirm the amount or percentage of your plan you wish to be transferred to your Investment Manager:

(£)  or, (%)

Do you wish investments to be held in your Investment Manager's nominee name?

Yes  No

If 'No' investments will be registered in the name of The PSG Trust Company Limited with an account designation.





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**Declaration  
(important –  
please read)**

This is our standard application for a UK TPSG SSAS and we will rely on the information you, as Principal Employer provide in it. Please ensure that you read the declaration carefully before signing it. If you do not understand any point please contact us for more information, or get advice from your appointed adviser.

**1.0) Application**

- 1.1) I request that The Pension Solutions Group Limited establish the SSAS;
- 1.2) I enclose a fully completed and signed Member Application for a TPSG SSAS for each Member, with this application;
- 1.3) The statements I make in this declaration, together with the declarations the members make in the Member Application(s) for a TPSG SSAS, and the terms of the Client Agreement made between The Pension Solutions Group Limited, The PSG Trust Company Limited and Me as the Client (“the Agreement Documents”) set out the basis on which The Pension Solutions Group Limited and The PSG Trust Company Limited will provide professional services to Me as the Client (“the Agreement”);
- 1.4) I hereby make the following declarations in respect of my request to establish the SSAS and confirm I have read and understood the notes in the Application for a TPSG SSAS and agree to the fees detailed in the Services and Fees for a TPSG SSAS document;
- 1.5) I confirm that, to the best of my knowledge and belief, the particulars given on this Application form are correct and complete.

**2.0) Documentation**

- 2.1) I request The Pension Solutions Group Limited to provide the necessary documentation to establish the SSAS and provide the members with details of their membership. The Pension Solutions Group Limited is entitled to charge for this and other work associated with establishing the SSAS and I have read and understood the Services and Fees for a TPSG SSAS document that details these costs.

**3.0) Appointment of Chairperson**

- 3.1) I agree to appoint the Member Trustee nominated on page 1 to the role of Chairperson.

**4.0) Bank Account**

- 4.1) I agree to The Pension Solutions Group Limited opening bank accounts for the SSAS with its preferred bank. I also understand that The PSG Trust Company Limited will be sole signatory to these accounts and that if I require an account to be opened with any other bank, I accept the additional charges involved, as detailed in the Services and Fees for a PSG SSAS document.



**Declaration  
(continued)  
(important –  
please read)**

**5.0) Contributions**

5.1) I understand that once a contribution has been made, it can be returned only in limited circumstances and subject to HMRC regulations. I confirm that the information provided on this form, is correct to the best of my knowledge.

**6.0) Data Protection and Confidentiality**

6.1) Whether or not I become a Client, all the information I and/or my adviser give you, The Pension Solutions Group Limited, or you hold about me, including transactional data, may be shared with, and used by, the group of companies to which you belong, your associated companies, service providers or agents who may be located in other countries;

6.2) I understand that you will ensure that My information is only used in accordance with My instructions and your own strict internal confidentiality policies. If you transfer My information to another country, you will also ensure that it is given the same levels of protection as required under the UK Data Protection Act;

6.3) I agree that, unless I have instructed The Pension Solutions Group Limited to the contrary in the case of (b) and (c) below, my information may be used for administrative purposes and to:

- (a) provide and run the product I have applied for and develop and improve your products and services;
- (b) identify and advise me by post, telephone or electronic media of products and services, which your group of companies and associated companies think may interest me;
- (c) invite me to take part in market research surveys.

6.4) Before you can establish my SSAS, you may make searches at credit reference agencies who will supply you with information including information from Companies House and in the case of Directors of the Principal Employer, the electoral register, for the purposes of verifying identity. The credit reference agencies will record details of the search whether or not the application proceeds, but I understand this is not a credit check and will not be seen or used by lenders to assess my ability to obtain credit;

6.5) If I give you false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by The Pension Solutions Group Limited. Law enforcement agencies may access and use this information;

6.6) You and other organisations may search and use, from other countries, the information recorded at fraud prevention agencies. Further information on the credit reference agencies and fraud prevention agencies that you use is available by contacting you;

6.7) You may also give essential information about my account, to third parties as necessary to run my account and for regulatory purposes and receive information held on me by third parties for these purposes. Information about me will be kept after my SSAS is closed. I understand I have the right to see certain records you hold about me, on payment of a fee.

For more information about how we use your personal data and how we will treat it, please refer to our Privacy Statement.

Declaration  
(continued)  
(important –  
please read)

**7.0) Financial Promotions**

7.1) I can confirm I have received and read, because I have either received it directly or via my Regulated Financial Adviser or Intermediary, the following documents:

- TPSG SSAS Member Trustees Guide;
- TPSG SSAS Services and Fees;
- TPSG SSAS Service Standards;
- TPSG SSAS Terms & Conditions;
- TPSG Privacy Statement;
- A copy of the banking partner's Terms and Conditions.

**8.0) Acceptance and Declaration**

8.1) I understand it is a serious offence to make false statements and that the penalties are severe and could lead to prosecution;

8.2) I acknowledge and accept the terms of this Application and I understand that the services provided under it do not extend to financial advice under the terms of the Financial Services and Markets Act 2000.

**Fees**

9.1) On receipt of this application I understand that TPSG will invoice immediately for the establishment of the scheme, the first year administration fees and any transaction fees.

For and on behalf of  Limited

Director's signature

Director/Company Secretary's signature

Date



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Trustees  
Acknowledgement  
of Principal  
Employer's  
Declaration

To be signed by the Chairperson and all Member Trustees.  
I/We acknowledge the Declaration made by the Principal Employer.

Print name	
Position	Chairperson - Member/Trustee 1
Signature	
Print name	
Position	Chairperson - Member/Trustee 2
Signature	
Print name	
Position	Chairperson - Member/Trustee 3
Signature	
Print name	
Position	Chairperson - Member/Trustee 4
Signature	
Print name	
Position	Chairperson - Member/Trustee 5
Signature	

**Minors cannot be appointed as Chairperson or appointed as Trustees. The person with parental responsibility should sign this application on behalf of a minor.**



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## Trustees Acknowledgement of Principal Employer's Declaration (continued)

To be signed by the Chairperson and all Member/Trustees (please continue on a separate sheet if necessary)

I/We acknowledge the Declaration made by the Principal Employer.

Print name	
Position	Chairperson - Member/Trustee 6
Signature	
Print name	
Position	Chairperson - Member/Trustee 7
Signature	
Print name	
Position	Chairperson - Member/Trustee 8
Signature	

**If there will be more than eight Members at outset, please continue the signatures on a separate sheet.**

**The maximum number of Members allowed to join any SSAS is 11.**

### Checklist for the Principal Employer:

#### My adviser encloses the following:

- TPSG Fee cheque
- Completed Member Applications for a TPSG SSAS for each member.
- Supporting documentation, as listed in the notes section of the Member Application for a TPSG SSAS.