

Takeover Application for a TPSG SSAS

You should complete this application form if you wish The Pension Solutions Group Limited (TPSG) to take over a SSAS you already have that is currently being looked after by another provider. Your SSAS will become a TPSG SSAS on completion of the takeover. 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 decision 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.

1

Your details

Notes

Please also complete a Member takeover application for each existing Member of the SSAS and each new person wishing to become a Member of the SSAS.

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

What is the name of the SSAS that you wish TPSG to takeover?

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

How many members are in the SSAS at present?

How many new members are to join the SSAS now?

Chairperson's (Member/Trustee 1) title

Mr Mrs Ms Miss Other

If 'Other' please state

First name(s)

Surname

Previous/other names

Date of birth

Male Female

Permanent residential address (including country)

Postcode

Date you moved to current address

Telephone Number

Mobile Number

Fax Number

Email Address*

Your previous residential address (including country)

Postcode

Date you moved to previous address

*Please note: we will only ever use your email address to contact you about important information concerning your scheme and our service

Please provide details of your previous address if you have been living at your current address for less than 12 months.



If you need assistance,
please call us:
01249 280020

SSAS details (continued)

Notes

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

Please indicate if the Members listed are new people joining the SSAS.

Please copy this page if you need room for more Member/Trustees.

National Insurance Number

Tick if you do not have a National Insurance Number

If you do not have a National Insurance Number, please explain why

Country of residence

Nationality

Do you have dual nationality?

Yes

No

If you have dual nationality, please confirm your other nationality

Existing/New Member Trustees

New?

Name

Name

Name

Name

Name

Name

Name

Employer Corporation Tax Unique Taxpayer Reference number (CTUTR)



If you need assistance,
please call us:
01249 280020

2

Sponsoring Employer's details

Notes

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

Sponsoring employer's name

Called "The Sponsoring Employer/Employer" in the remainder of this application.

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 employees



3

SSAS provider
details/SSAS
Objectives

Notes

Please give details of the current Scheme Administrator.

The current Scheme Administrator may be a trustee of the SSAS, all the trustees, an organisation, professional body or an individual.

Where there is more than one scheme administrator please copy this page.

Please confirm why you wish to move your SSAS to PSG and 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 following the takeover, 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.

Current Scheme Administrator's name

Contact name (if applicable)

Address

Postcode

Telephone number

Mobile number

Fax number

Email address

Scheme Administrator's HMRC ID

Reasons for moving your SSAS to PSG and future objectives



If you need assistance,
please call us:
01249 280020

4

**Contributions,
Protection and
Pension Sharing**

Notes

Any new members will continue to 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.

The Pension Solutions Group Limited will produce accounts to 5 April.

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

Signatory to the annual Trustees Report & accounts

Authorise transactions

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.



If you need assistance,
please call us:
01249 280020

5

**Financial Adviser
details**

Notes

You should appoint a
Regulated Financial Adviser.

Company name

Contact name

FCA authorisation number/other recognised regulator as appropriate

Jurisdiction if regulated outside of the UK

Regulating authority and authorisation number

Address (including country)

Postcode

Telephone number

Mobile number

Fax number

Email address

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

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



If you need assistance,
please call us:
01249 280020

6

Unregulated
Intermediary
details

Notes

You should appoint a
Regulated Financial Adviser

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

Company name

Contact name

Address (including country)

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



7

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 about important information 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

Telephone number

Mobile 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.



8

**Declaration
(important –
please read)**

This is our standard takeover application for a UK TPSG SSAS and we will rely on the information you, as Sponsoring Employer/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 takes over the SSAS subject to a successful investigation by The Pension Solutions Group Limited;
- 1.2) I enclose a fully completed and signed Member Takeover Application for a UK PSG SSAS for each existing and new 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 UK 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 for The Pension Solutions Group Limited to take over the SSAS and confirm I have read and understood the notes in the Takeover Application for a UK TPSG SSAS and agree to the fees detailed in the Services and Fees for a UK 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) Investigation and Documentation

- 2.1) I request The Pension Solutions Group Limited to investigate the feasibility of the takeover and to provide the necessary documentation to take over the SSAS. The Pension Solutions Group Limited is entitled to charge for this and other work associated with taking over the SSAS and I have read and understood the Services and Fees for a UK 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 UK TPSG SSAS document.

5.0) Contributions

- 5.1) I understand that once a contribution has been made, it can be returned



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

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 Sponsoring Employer/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 fees.

7.0) Financial Promotions

- 7.1) I can confirm I have received and read, because I have either received it



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)**

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) Fees

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

9.0) Acceptance and Declaration

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

9.2) 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.

For and on behalf of Limited

Director's signature

Secretary's signature

Date

If you need assistance,
please call us:
01249 280020

9

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

**Trustees
Acknowledgement
of Sponsoring
Employer/Employer's
Declaration**

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	

If you need assistance,
please call us:
01249 280020

9

**Trustees
Acknowledgement
of Sponsoring
Employer/Employer's
Declaration (cont)**

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

Print name	
Position	Chairperson - Member/Trustee 5
Signature	

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.

10

Checklist

My adviser encloses the following:

<p>One copy of photo ID such as passport or driving licence certified by your adviser. <input type="checkbox"/></p>	<p>If contributions are being paid by an employer/ employers, one Corporate Verification Certificate (CVC) for each employer signed by your adviser. <input type="checkbox"/></p>
<p>A copy of one document bearing confirmation of your private residential address such as utility bills or bank statements certified by your adviser. These should be no more than three months old. <input type="checkbox"/></p>	<p>One CVC for each third party making contributions on your behalf. <input type="checkbox"/></p>

Please note that although the request for photo and address ID may appear superfluous, we cannot always legislate for the requirements of banks or certain investment providers, who may request additional documentation that could result in delays in setting up the SSAS bank account. We are trying to ensure that no such delays occur.