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HM Revenue and Customs
Pensions Schemes Services
BX9 1GH

Phone 03000 519 617

Web www.gov.uk



Date 10 February 2021
Our Ref APSS530
SRN S0000005195

Dear Ms Nicolay

Notice to provide information and produce documents about an application to register a pension scheme

This letter is an information notice. It is a legal request for information and documents. I am making this request under section 153A of the Finance Act 2004.

Pension scheme name: Alex22 Pension

Thank you for your application dated 8 January 2021 to register the pension scheme named above. You have applied to register the pension scheme under the Finance Act 2004.

What you need to do

To help us decide if we will register the pension scheme, you need to give us some information and documents. We believe these are reasonably required to consider your application for registration.

This notice means that by law you must let us have the information and the documents asked for on the attached schedule by 27 March 2021. Please send the information and documents by post to the address at the top of this letter.

Please put your submission reference number, S0000005195 on the first page of your reply.

We need to keep all of the documents you send us, so please make sure you have copies for your own records.

If you can't do what this notice asks or you can't reply by the date specified, please contact us now by:


- writing to the address at the top of this letter
- emailing us at pensions.compliance@hmrc.gsi.gov.uk



Pension scheme registration information notices

We have given you this factsheet because we have given you a pension scheme registration information notice.

What is a pension scheme registration information notice



This is a document that legally requires a person to give us certain information and documents to allow us to decide whether or not to register a pension scheme.

When we use a pension scheme registration information notice

We will send an information notice to help us decide whether or not to register a pension scheme. This could be to the scheme administrator, or to another person.

What the pension scheme registration information notice will tell you

The information notice will tell you:

- what information and documents you will need to give us
- how and when to give us what we need
- about any appeal rights

What information and documents we can ask for in a pension scheme registration information notice

We can ask for information and documents if we believe it is reasonable to ask for them because they are relevant in helping us to decide whether or not to register a pension scheme.

If you think that something we have asked for is unreasonable or not relevant to that decision, please tell the officer that sent you the information notice. They will consider your reasons carefully and if they still think they need it, they will tell you why.

Customers with particular needs

If there is anything about your health or personal circumstances that may make it difficult for you to deal with this information notice, please tell the officer that issued the notice. Telling them will mean that they can help you in the most appropriate way.

For example, if:

- English is not your first language
- you would like us to use a certain format to communicate with you, for example, Braille or Text Relay. If you use Text Relay by textphone dial 18001 + number, by phone dial 18002 + number

For more information go to hmrc.gov.uk/contactus/particular-needs.htm

If you need help or more information

If you have any questions, please contact the officer dealing with the information notice. You can also look for the information you need on our website. Go to hmrc.gov.uk/pensionschemes/Index.htm

Authorising a representative

You can authorise someone to deal with us on your behalf. This includes professional advisers, friends or relatives. They can deal with us just for the pension scheme registration information notice, or more permanently for your day to day tax affairs.

If you want to authorise a professional adviser, they will be able to give you a form to complete and send to us. If you want to authorise someone other than a professional adviser, you will need to write to tell us who you want to authorise and what you want them to deal with for you.

What will happen if you do not do what this notice asks

If you do not fully comply with this notice by 27 March 2021, we can decide not to register the pension scheme.

Please take care when doing what this notice asks. If you carelessly or deliberately provide inaccurate information or produce a document containing an inaccuracy, we may charge you a penalty of up to £3,000 for each inaccuracy. We will do this under section 153E of the Finance Act 2004.

We will not charge a penalty if you tell us about an inaccuracy at the time you provide the information or produce the document. If you later find an inaccuracy, you must tell us straight away.

What you can appeal against

You can't appeal against this notice. You can only appeal if we send you a notification that tells you our decision not to register the pension scheme.

If we've decided not to register the pension scheme, we'll give details about how to appeal.

More information

I have enclosed factsheet PSS/FS1, 'Pension scheme registration information notices' which gives you more information about the type of notice we have sent to you. If you have any questions once you have read this, please phone us on 03000 519 617.

When you have given us the information we've asked for, we'll write to you to let you know our decision. If we need more information to make a decision, we'll write to you and tell you what we need.

Important information about communicating by email

If you choose to email us, please be aware that email is not secure. The main risk is that information sent by email could be changed or read by someone else before it reaches us. Please only use email to contact us or send us information if you accept the risks.

If you have any doubt that an email has come from HMRC, then do not click on any links, give any personal details or reply to the email. You should send the email to us at **phishing@hmrc.gov.uk**

For more information please read the enclosed factsheet DSC1, 'Corresponding with HMRC by email'.

If you contact us, we can deal with you more quickly if you quote our reference number and provide a daytime phone number.

Yours sincerely

John Bhandal
HMRC Pensions

If you need extra support, go to www.gov.uk/dealing-hmrc-additional-needs For example if you have a disability, a mental health issue, or do not speak English/Welsh.



Documents or information required for Alex22 Pension

- 1 A signed and dated paper copy of the complete scheme rules and any executed amendments to the scheme rules.
- 2 A signed and dated paper copy of the completed deed establishing the scheme and any executed amendments to that deed.
- 3 For any additional scheme administrators of the scheme, please give their:
 - full name
 - scheme administrator ID
- 4 Please provide letters of appointment signed by the trustees appointing all scheme administrators, together with a copy of the agreement signed by all scheme administrators and the trustees, confirming acceptance of the appointment to their role of scheme administrator.
- 5 If the scheme has a bank account, please provide the:
 - account number
 - sort code
 - name of the account
 - bank statements from the date the account was opened to present
- 6 If there are less than 10 members give the full name, address, telephone number and National Insurance number of each known intended member.
- 7 Give us:
 - details of the target membership
 - original copies of the marketing material
 - details of any web-based material
 - the full names, addresses and contact details of the introducers to be used
- 8 Give us:
 - details of each proposed type of investment
 - a copy of the business plan for each proposed investment
 - the full name, address and contact telephone number for each proposed investment provider

If there are currently no specific investment proposals, please give the reasons for setting this scheme up and the reasons for the individuals listed under 7 above wanting to transfer their pension benefits to this scheme.
- 9 The projected fund value at the end of the first year of the pension scheme's existence.
- 10 Confirm if this pension scheme is intended to be offered for auto enrolment.
- 11 For each employer adhered to the scheme give the following details:
 - full name
 - address
 - contact telephone number
 - number of people employed
 - confirmation of whether they are registered for tax with HMRC
 - PAYE reference
 - VAT reference or a statement that the business is not VAT registered
 - corporation tax reference (if they are a company)
 - partnership tax reference (if they are an LLP or a partnership)
 - self-assessment tax reference (if they are an individual)



12 If this scheme is not:

- an occupational scheme
 - a public service pension scheme
- give us a copy of the permission under the Financial Services and Markets Act 2000 provided by the Financial Conduct Authority.

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For all other persons who provided advice for setting up the pension scheme or that instructed you to set up this scheme or will be involved in the administration of the scheme if it is registered, please provide the following:

- full name
- contact address
- contact number
- role
- details of how many schemes you have been instructed to set up and register with HMRC by this person

You do not need to include details of people you have already told us about in previous questions.