

Small Self-Administered Scheme (SSAS) Takeover Questionnaire

Please complete this questionnaire as fully as possible. The information supplied will be held in the strictest confidence and subject to the provisions of the Data Protection Act.

Scheme Information

Scheme Name	Burnham Road 1960 Ltd Executive Pension Scheme
Pension Scheme Reference Number (PSTR) Issued by HMRC	00823057RP
The Pensions Regulator's PSR Number (if applicable)	N/A
Information Commissioners Office Registration Number	N/A - we do not register individual schemes
Is the scheme registered for VAT? Please Provide VAT Reg No.	N/A

Address to be used for scheme correspondence	Rowanmoor Dunscar House Deakins Business Park Egerton BL7 9RP
Contact e-mail address	ssas.bolton@rowanmoor.co.uk
Contact phone number	03445 440 734 440

Existing Scheme Administrator

Who is the current scheme administrator?

Scheme Administrator	Rowanmoor Executive Pensions Limited
Contact Name	Fahim Kapasi
Correspondence Address	Dunscar House Deakins Business Park Egerton BL7 9RP
Telephone Number	03445 440 734
E-mail address	ssas.bolton@rowanmoor.co.uk

Trust Deeds

Please provide details of all trust deeds below along with copies or originals of each document.

Trust Deed e.g. Deed of Establishment, Deed of Appointment, Trust Deed & Rules	Dated
Interim Deed	8-5-2015
Deed of Appointment and Amendment	3-6-2015
Trust Deed and Rules	3-6-2015
Deed of Amendment	4-6-2015

Are all HMRC Scheme Returns completed and up to date?

Yes / No

Are there any pension sharing or earmarking orders in existence with this scheme?

Yes / No

Are there any professional reasons as to why we should not accept the appointment?

Yes / No

Sponsoring Employer Information

Employer's Name

Wealth (Burnham Road 1960) Ltd

Employer's Registered No.

SC502097

Is there any Participating Employer associated to the scheme?

No

Is the Sponsoring Employer:
carrying on a trade in the UK?

Yes / No

Is the Sponsoring Employer:
resident in the UK for tax purposes?

Yes / No

Does the Sponsoring Employer:
have any employees*

Yes / No

*an employee is defined for these purposes as an individual employed by the sponsoring employer named above and taxed on a PAYE basis.

Scheme Member Information

Please complete a separate sheet for each member of the scheme.

If you need more space please attach an extra sheet.

Title (Mr/Mrs/Miss/Ms/Dr)	Mr	
Member Name (including middle names)	Philip Andrew Hippisley	
Home Address	15 Burnham Road	
	BATH	
	BA2 3RY	
Years at this address		
E-mail address		Phone Number:
Date of Birth	25.5.1960	National Insurance No: WL 16 26 65 C
Spouse's Name		Spouse's Date of Birth:

Benefit Crystallisation

Has this member crystallised any benefits within this pension scheme? (if so please complete details on page 7)

Yes /

No

Contributions

Does this member make any contributions to the SSAS?

Employer Contributions (gross)
 Are these regular or a single contribution?
 If regular, what frequency?

Yes / No
 Regular / Single
 Yearly / Monthly
 Quarterly / Other

Member Contributions (net)
 Are these regular or a single contribution?
 If regular, what frequency?

Yes / No
 Regular / Single
 Yearly / Monthly
 Quarterly / Other

*If you wish to make member contributions, you should be aware that tax relief must be obtained by relief at source (RAS) and registering the scheme for RAS and any subsequent tax reclaims will be charged on a time-costed basis.

Contribution & Transfer History

Please detail all contributions and transfers made to the scheme for the above member.

Date	Contribution or Transfer?	Source e.g. Ceding Scheme, employer or employee.	Amount
24.6.2015	Transfer	Scottish Widows	£ 70,100.56

Should you need more space please provide details on a separate sheet.

Scheme Assets

Please provide details of the assets currently held within the scheme including any bank accounts, mortgages, unitised investments and share holdings.

Asset Type	Description	Policy/Account Numbers	Approx Value
Bank Account	Metro	16886254	£13,764.59
Property	ParkFirst Parking Spaces x3	ParkFirst MacDowall Street 983, 984, 985 (Full)	£ 60,000.00

Loanbacks N/A

Please provide the following information where the scheme has granted a loanback to the sponsoring employer. Please also provide copies of any loan agreements, legal charge documentation and repayment schedules.

Date Loan Advanced	Amount	Term	Interest Rate	Security (if a post A-Day loan)

Are the loan repayments up to date? Yes / No

If the loan repayments are not up to date please provide reasons why, along with details of any arrangements being made to bring the arrears up to date.

Property N/A - just car parking spaces

Where the scheme owns commercial property, please provide the following information along with any copies of leases, Land Registry documents and independent valuations.

Property Address:									
Date Purchased	Purchase Price	Current Value	Last Valued on?	Purchased from Connected Party? Y/N	Tenant	Annual Rent	Lease Start Date	Lease Expiry	Rent Review Due
						Subject to VAT? Y/N			

Property Address:									
Date Purchased	Purchase Price	Current Value	Last Valued on?	Purchased from Connected Party? Y/N	Tenant	Annual Rent	Lease Start Date	Lease Expiry	Rent Review Due
						Subject to VAT? Y/N			

Property Address:									
Date Purchased	Purchase Price	Current Value	Last Valued on?	Purchased from Connected Party? Y/N	Tenant	Annual Rent	Lease Start Date	Lease Expiry	Rent Review Due
						Subject to VAT? Y/N			

Are the rental payments up to date? Yes / No

If rental payments are not up to date please provide reasons why, along with details of any arrangements being made to bring the arrears up to date.

Benefit Crystallisation & Lifetime Allowance NIA

Where any members have crystallised benefit within the pension scheme please provide the following information.

Member	PCLS Taken? Y/N	Date	% of LTA Used	Maximum GAD	Currently Withdrawing	Last GAD Review	Next GAD Review Date

Who is currently responsible for processing the member's PAYE?

Do any of the members have a Lifetime Allowance protection in place? If so, please provide the details.

Member Share of Fund N/A - 1 member scheme (Solo SSAs)

Please provide details of the last known member share of fund.

Member	Valuation Date	Fund Value

Scheme Accountant - IFA responsible for ~~account~~ allocating accounting work

Accountant Name	
Accountant Address	
Telephone Number	
Email Address	
Contact Name	

Scheme Independent Financial Adviser

IFA Name	Active Finance (Scotland) Ltd
IFA Address	3rd Floor 160 West George Street Glasgow G2 2HA
Telephone Number	01414 283 427
Email Address	info@activefinancehld.co.uk
Contact Name	Ms Bernadette Hamilton



Telephone: 0800 634 4862 Fax: 020 8711 2522 Email: info@pensionpractitioner.com www.pensionpractitioner.com

Please enclose the following with this Questionnaire

- All Trust Deeds relating to the Scheme.
- All Loanback documentation where applicable.
- All Property documentation where applicable.
- Copies of the Announcement letters to the members of the scheme.


I/We confirm the information provided in this document is true and accurate to the best of my/our knowledge. We understand PensionPractitioner .Com will use this information to provide professional trustee services and scheme administration and will not be responsible for any inaccurate information provided by this document.

Signature

Name

Position

Date


FAHIM KAPASI
ADMINISTRATOR
20.7.2017

Please complete this form and return along with supporting documentation to the following address:

PensionPractitioner .Com
Daws House
33-35 Daws Lane
London
NW7 4SD