



HM Revenue
& Customs

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Our Ref 20006642RE / APSS502

Registration enquiry for Edward Brunt SSAS

We've received a request for information on the registration status of your scheme. This is to help the transferring scheme decide whether to make the transfer.

Normally a member can only take money from their pension once they're aged 55 or over. Some companies are marketing schemes that claim to let members gain early access to their pension pot. This is commonly known as 'pension liberation' and can result in unauthorised payments being made from the pension scheme.

Before we can respond to the request for information, we need to be sure there is not a significant risk of your scheme being set up or used to allow pension liberation. We do this by looking for certain signs and concerns.

Pension liberation concerns

We have concerns that your scheme could have been set up, or is being used, to allow pension liberation. These concerns are:

- about one or more of the following
 - the name of the scheme
 - the administrator
 - the establisher
 - the practitioner

What you need to do now

We need to check your scheme's registration status. To help us do this, please send us the information on the enclosed schedule. We'll need to keep the documents you send us so please make sure you keep copies for your own records.

You must send us this information by 30 July 2023. If you do not, we will not be able to confirm your scheme's registration status.

When we've finished our check, we'll write to the transferring scheme but not to you. Please note that we cannot tell you which transferring schemes have asked for confirmation of your scheme's status. We also cannot confirm details about the progress of our check.

Pension scheme migration

You can now migrate your pension scheme or schemes to the Managing Pension Schemes service.

If you have enrolled for the Managing Pension Schemes service, you can migrate your pension schemes by giving up to date information on each scheme. Please read our guidance about how to migrate your pension scheme on our website. Go to www.gov.uk and search 'Migrating your pension scheme'.

To find more information about the recent changes to the Pension Schemes Online service and Managing Pension Schemes service, go to www.gov.uk and search 'Pension schemes newsletter'.

Your rights and obligations

'HMRC Charter' explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/government/publications/hmrc-charter

John Bhandal
HMRC Pensions

Documents or information needed for Edward Brunt SSAS

- 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 Any associated terms and conditions which apply to the scheme.
- 4 Copies of bank statements for the last 24 months for all accounts held by the scheme.
- 5 Confirmation of how many members the scheme has together with the name, address, National Insurance number and phone number of each member.
Tell us which of these members have gone into drawdown and their PAYE reference.
- 6 For the any marketing and membership information, we need:
 - 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 used
- 7 For all investments currently held by the scheme and all investments disposed of in the last 24 months, we need:
 - details of each type of investment that was made and the amount of pension funds invested in each
 - details of the results or returns achieved for each investment
 - details of the management and maintenance fees incurred for each investment
 - a copy of the latest investment report issued to members giving information about returns, the performance of the investments and returns gross and net of management fees for each investment
 - information about why the preferred provider of the investment was chosen over other investment providers
 - details about the investment opportunities
 - the full name, address and contact phone number for each investment provider
- 8 If the scheme establisher is an individual, tell us their:
 - full name
 - address
 - contact phone number
 - National Insurance number
 - Self Assessment Unique Taxpayer Reference (UTR)
- 9 For each employer who is in the scheme, tell us:
 - their full name
 - their address
 - their contact phone number
 - the number of people employed
 - confirmation of whether they are registered for tax with HMRC
 - their PAYE reference number
 - their VAT reference number or a statement stating that the business is not VAT registered
 - their corporation tax reference number – if they are a company
 - their partnership tax reference number – if they are an LLP or a partnership
 - their Self Assessment tax reference number – if they are a sole trader

Documents or information needed for Edward Brunt SSAS

- 10** The number of transfers received within the last 24 months, and the combined value.
The number of pending transfers, the estimated combined value, the name and National Insurance number of each member with a pending transfer.
- 11** The full name, contact address and contact phone number of all:
- other persons involved in the administration of this pension scheme, including all trustees
 - persons who gave advice relating to the setting up of the pension scheme