

**Information required for the pension scheme return**

The scheme administrator is required to complete a pension scheme return for the tax year. We undertake this as part of our pension scheme service to the trustees. The return is over 11 pages long. In addition, there may be an event report due; presently there are over 16 different event reports that may arise.

We have condensed the information needed into a short questionnaire. Please answer the questions below using the notes section if you feel we require further information and return this form to us. If there are any parts of this form that you are unsure of please contact your scheme consultant.

**Commencing on 6th April 2012 and ending on 5th April 2013**

If other dates please specify: From: \_\_\_\_\_ to year end: \_\_\_\_\_

**Questions:**

Did the Scheme acquire, own or dispose of Property during the period?

yes /  
☒ no

If so, was this property from a \*\*Connected Party/Parties?

yes /  
☒ no

Did the Scheme acquire, own or dispose of any shares in the sponsoring employer?

yes /  
☒ no

Did the Scheme acquire, own or dispose of shares in an unquoted company, excluding the sponsoring employer?

yes /  
☒ no

Did the Scheme make, or have during the period, a Loan to a Connected Party/Parties? (this does not include borrowings made TO the Scheme from banks/building societies or other financial institutions)

yes /  
☒ no

Did the Scheme have any interest in \*tangible moveable property?

yes /  
☒ no

Did the Scheme acquire, own or dispose of any other assets from a \*\*Connected Party/Parties directly or indirectly?

yes /  
☒ no

Did any member take funds from the Scheme, other than as pension income?

yes /  
☒ no

Did the Scheme hold cash at bank during the period?

yes /  
☒ no

If so, can you itemise any transactions that we may not be aware of within the period of the return?

use  
notes  
section

\*Tangible moveable property includes: Assets that you can touch and move, such as fine wines, machinery, works of art, assets that have a lifespan of less than 51 years e.g. patents.

\*\*A connected party includes: A relative, a partner, co-director, or co-trustee.

A connected party may also include a company that does not participate in the scheme but may be connected to you through the associations given above.

Notes Section

PART PURCHASE OF BRIGRAVE HOTEL + MAINTNACE Paymnt

In order that we may prepare your benefit statement, we will require the remuneration, dividend income and any other income for each scheme member. Please complete the table below for income in respect of the tax year ending 5th April 2013. Please also advise the fund split in respect of each member:

Dividend

Other

% of