



HM Revenue
& Customs

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Date 10 September 2020
Our Ref APSS530
SRN S0000004374

Dear Sir or Madam

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: Glenrands SSAS

Thank you for your application dated 7 September 2020 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 25 October 2020. Please send the information and documents by post to the address at the top of this letter.

Please put your submission reference number, S0000004374 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

Information is available in large print, audio and Braille formats.
Text Relay service prefix number – 18001





Documents or information required for Glenrands 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 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)



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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.

13 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.