

Cater Allen Operations
Sunderland
SR43 4FB

RC Administration Limited
1A Park Lane
Poynton
Stockport
SK12 1RD

Call us on: 0800 092 3300
Calls may be recorded or monitored

Sort code: 16-57-10
Last 4 digits of account number: 7713

Reference 700243486/SMAND

9/000003

January 31, 2025

Dear Sirs,

Account Name: HYP SSAS PENSION

We still need some information from you

Thank you for sending us a mandate for the **account** above. After reviewing the details, we've found that some of the information we need is missing.

We've **listed the information we need below.**

- Please complete section 6 of the mandate with details of professional co-signer.
- Please provide a copy of Deed of Appointment and retirement, if changes our being made under member trustee.

Please send the missing information to the address above in the next 30 days, so we can complete your request.

Here to help

If you have any questions at all, please call us on the number above. Please have your Personal Access Code (PAC) to hand when calling. If you don't have a PAC or have forgotten it, please let us know when you call.

Yours faithfully

The Cater Allen
Enc: Pre-Paid

CATER ALLEN, PART OF THE SANTANDER GROUP

Tel: 0800 092 3300 International Tel: +44 (0)114 228 2407 www.caterallen.co.uk

Cater Allen Private Bank is the name used for banking services provided by Cater Allen Limited. Registered Office: 2 Triton Square, Regent's Place, London, NW1 3AN. Registered in England and Wales number 383032. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Our Financial Services Register number is 178737. You can check this on the Financial Service Register by visiting the FCA's website www.fca.org.uk/register. Cater Allen Limited is part of the Santander group. Cater Allen and the flame logo are registered trademarks. Calls may be recorded or monitored. Telephone 0800 092 3300. www.caterallen.co.uk





Small Self-Administered Pension Scheme (SSAS) renewal mandate form

For action by intermediary only

Master account number

9	0	1	2	1	2	5	9
---	---	---	---	---	---	---	---

Master account name

RC Administration Limited

Cater Allen Private Bank can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format contact us on **0800 092 3300**. If you are deaf, have hearing loss or speech loss, please use Relay UK at relayuk.bt.com. This is a free service that can help you communicate over the phone.

Filling in this form

Please fill in this form in block capitals and black ink and return it to: **Cater Allen Operations, Sunderland, SR43 4FB**. If you need any help filling in this form, please call us on **0800 092 5500**.

Please read this important information before filling in this form

To make sure our information is up to date and to meet anti money laundering regulations, we need you to fill in this form. If you don't we may not be able to renew your mandate.

This mandate will supersede any others on this account and will come into force when we've confirmed to you that we've accepted it. Any authorised signatories who want to stay on the account will also need to fill in this form.

If you're renewing a mandate for a trustee bank account in support of a Small Self Administered Pension Scheme, you'll need to include a professional co-signatory as well as the scheme members. They'll need to be either sole signatory or joint signatory alongside your trustees for as long as the relationship lasts.

For corporate trustees we'll need a list of authorised signatories on company letterhead and at least one signatory from that list must sign in section 11. The corporate trustee must have an existing relationship with Cater Allen to go ahead with this renewal mandate. We may need to contact the corporate trustee for more information.

Opening declaration

Please tick to confirm that:

- this is a UK registered pension scheme and all connected parties live in the UK
- full personal details of all parties have been included
- you've visited caterallen.co.uk and downloaded the FSCS Information Sheet and Exclusions List before filling in this renewal mandate form
- this pension scheme has a professional co-signer.

Supporting documents

Please tick to confirm that:

- you've checked our website to see what other documents you'll need (search 'account literature at caterallen.co.uk') to understand what supporting documents are required
- a copy of the Pension Scheme Trust Deed and any deed of amendment showing the name of the scheme, and names and addresses of all trustees is attached
- you've included a copy/evidence of Her Majesty's Revenue and Customs (HMRC) Pension Scheme Registration (PSTR)
- if pension contributions are made by an employer by way of deduction from employee's wages, proof has been provided.

Corporate trustees – We confirm that:

- we've provided a list of authorised signatories on company letterhead and at least one signatory from that list has signed the authorised signatories and acceptance section
 - the corporate trustee has an existing master agency relationship with Cater Allen.
- or
- no corporate trustees are associated with this account.

On an ongoing basis if there's a material change to the scheme it's important that the bank is kept informed. An example of this is, a change of name or address.

We can't work on your renewal mandate until you've confirmed the above information. Any missing information or supporting documents could result in your renewal mandate being returned to you and you may have to fill in this form again.



6 Mandatory professional co-signer on Small Self-Administered Pension Scheme bank accounts

All renewal mandates for Small Self-Administered Pension Schemes are required to include a professional co-signatory in addition to that of the Scheme Member/s. The professional co-signatory must act (for the duration of the Cater Allen relationship) as either sole signatory or joint signatory alongside the trustee. **Please confirm which of the following relates to you.**

- A. We're signing on behalf of a firm authorised and regulated by the Financial Conduct Authority (FCA)
- B. We're signing on behalf of a firm that is closely associated* with a firm that's authorised and regulated by the FCA
- C. We're signing on behalf of a firm of accountants or solicitors who are present within the Institute of Chartered Accountants in England and Wales (ICAEW) or Law Society register
- D. I'm named on the Independent Trustee Register maintained by The Pensions Regulator

Company name

Regulator reference number

* It's the sole discretion of Cater Allen as to whether the 'closely associated' criteria is satisfied. Indicators suggesting it's met may include beneficial interest (whole or otherwise) held by the FCA authorised firm and/or shared oversight or management relationships with FCA regulated firms.

7 Scheme administrator

Scheme administrator to complete

I/we, the Scheme administrator, verify that the signed names on this mandate are the legitimate trustees and authorised signatories in the named scheme and that I/we will comply with my/our obligations as set out in the Declaration and Mandate (section 9) of this renewal mandate form.

Full name of firm

Position/Capacity

Address

Signature

Date

