

Scheme Return Notice  
Your Scheme Return is due by **14 October 2019**



**The  
Pensions  
Regulator**

Making workplace pensions work

## **Immediate Action Required**

### **For the attention of:**

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E [exchange@thepensionsregulator.gov.uk](mailto:exchange@thepensionsregulator.gov.uk)

[www.tpr.gov.uk](http://www.tpr.gov.uk)  
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2 September 2019

## **Scheme Return Notice: Your Scheme Return is due**

Dear Trustee,

**Pension Scheme:** Halfpenny & Spendloff Ltd Executive Pension Scheme ('the Scheme')  
**Pension Scheme Registry (PSR) number:** 12012918

This Scheme Return Notice is being issued to you as trustee, manager or the nominated Scheme Return contact for the Scheme. The trustees or managers of the Scheme are required by law to provide us with certain information about the Scheme by submitting a Scheme Return to us on or before **14 October 2019**.

Failure to submit the return on time is a breach of pensions legislation, which could lead to each trustee or manager being fined.

This year's Scheme Return is available now online. To get started, you need to log on to the Exchange website using your registered email address and password:  
<https://exchange.thepensionsregulator.gov.uk>

The Scheme Return required by this notice should not be confused with either the Pension Scheme Return required by HMRC or the declaration of compliance required for automatic enrolment.

### **The information required by the Scheme Return includes the following:**

- details about the Scheme and its membership
- details of those managing or otherwise involved with the Scheme (eg trustees/managers, pension board members, employers, provider/insurer, administrator)
- for occupational pension schemes offering money purchase benefits, details about compliance with certain legal requirements (eg charges and governance)

requirements) and whether the Scheme is being used for automatic enrolment and if so, how

For further detail about the information required, please view the example Scheme Return and checklist on our website: <http://www.thepensionsregulator.gov.uk/trustees/scheme-return.aspx>

**To complete the Scheme Return you may need to:**

- locate the Scheme's governing documentation (eg the Scheme rules)
- obtain the most recent scheme report and, if required, any recent statements of the Scheme assets and contributions
- liaise with any advisers to the Scheme, other trustees/managers of the Scheme and, for public service pension schemes, pension board members
- request information from the Scheme's provider/insurer/administrator (you should contact them immediately as requests for information can take a minimum of 10 working days and could take significantly longer)

**Circumstances in which a Scheme Return will not be required:**

If the Scheme has been wound up or has ceased to be a registrable scheme (for example, the total membership has reduced to less than 2), a Scheme Return will not be required. If you have not already notified us of the change you will still need to log on to Exchange and provide answers to the initial questions in the Scheme Return. This will include providing us with the date from which the change has effect.

**Circumstances in which this Scheme Return Notice replaces a previous Notice**

We have previously issued a Scheme Return Notice in respect of the Scheme but as the Scheme Return has not been provided, we have assumed that the Notice was not received and are therefore treating it as not having been validly issued. We are therefore issuing this new Notice to you by post and you should disregard the previous Notice if you did in fact receive it. The trustees or managers must ensure that the Scheme Return is provided to us on or before the return date specified in this new Notice.

To ensure you receive emails from us in the future, we recommend that you add [paperlessSRN@thepensionsregulator.gov.uk](mailto:paperlessSRN@thepensionsregulator.gov.uk) to your list of safe contacts.

**If you require assistance with or access\* to the Scheme Return, contact us by:**

- phone on 0345 600 5666 (option 2), Monday to Friday 9am to 5:30pm
- email us with your query, including the Scheme name and PSR at [exchange@thepensionsregulator.gov.uk](mailto:exchange@thepensionsregulator.gov.uk)

\*Access requests can only be accepted from a trustee/manager of the Scheme or the administrator.

Yours faithfully

The Pensions Regulator