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| --- | --- | --- |
| **Action** | **By Whom** | **Target Date 2017** |
| Re-calculation of fund 14/15 15/16 and refile returns           | **Stacy PP** | **10/3** |
| Remove Basil as a Trustee and Member (Deed of removal)   | **Emily PP** | **10/3** |
| Proof that Basil has been removed as a director of the sponsoring employer | **Natasha** | **10/3** |
| Add other Members into the Scheme - let us know who you would like to add and provide verification of address dated within the last 90 days along with a copy of a certified passport               | **Natasha** | **10/3** |
| What is the amount of loan to be provided to the Sponsoring employer and the repayment terms, i.e. monthly/quarterly/annually in arrears, the rate of interest you wish to charge and the purpose of the loan | **Natasha** | **10/3** |
| Provide confirmation that the first loan repayment was made on the 2/9/16   | **Natasha** | **10/3** |
| Provide a statement from relevant fund providers confirming what % each trustee held and the value on the 5/4/16 and10/9/16                                                      | **Natasha** | **15/3** |
| Provide full address and proof of title for each property held within the SSAS and a copy of the lease       | **Natasha** | **15/3** |
| Provide a valuation of each property on the 5/4/16 and 10/9/16                                                               | **Natasha** | **15/3** |
| Provide a copy of the statements for the scheme bank account from 6/4/16 to 10/9/16                                             | **Natasha** | **10/3** |
| Recalculate the Pension fund on the 10/9/16 and the relevant splits                             | **Stacy PP** | **23/3** |
| Set up a new Bank Account with Metro Bank to facilitate the cash that will be settled from your dad’s fund. We will need a copy of your mum’s passport (certified) and a utility bill in her name dated within the last 90 days | **Emily PP** | **23/3** |
| Put Fixed Protection at £1.25m in place for your mum      | **Tony PP** | **23/3** |
| Discuss the potential Lifetime Allowance Charge on your dad’s fund                                                               | **David** | **23/3** |
| Detailed nomination of beneficiary x 2 put into place for your mum on both funds                                           | **David** | **23/3** |
| Discuss the merits of a Family Pension Trust           | **David** | **23/3** |
| You refer to the last loan being used for the purchase of a house, could you please provide further information | **Natasha** | **10/3** |
| Re registration of Property in the name of Stephanie HAWA Trustee of HAWA Pension Fund you will need to contact a conveyancer to do this or you can use ours | **Natasha** | **23/03** |
| Re Registration of all Investments in the name of Stephanie HAWA Trustee of HAWA Pension Fund ( Once we have all the details from the Investment providers we can do this for you  | **Gina** | **23/03** |