

Pre-register as a Pension Scheme Administrator for the Pension Schemes Online service

Please complete the form below. **You should complete all of the sections that are white (these are relevant to the options that you have selected for questions 1 and 2).** Once completed, please send this to pensionschemes@hmrc.gov.uk or Pension Schemes Services, HM Revenue & Customs, BX9 1GH
If you are printing this form, please complete the form before printing. You'll need to select 'fit all columns to one page' in the scaling options for printing. Please sign the form before sending, unless sending by email.

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| 1. Are you resident in the UK? | Yes | <i>Please select from drop down list</i> |
| 2. What type of user are you registering as? | Individual | <i>Please select from drop down list</i> |
| Forename | John Michael | |
| Surname | Ryan | |
| Company/Organisation name | | |
| Partnership name | | |
| Address line 1 | Centuryan House | |
| Address line 2 | Grotto Lane | |
| Address line 3 | Over Peover | |
| Address line 4 | KNUTSFORD | |
| UK Postcode | WA16 9HL | |
| Country | United Kingdom | |
| Email address | john@johnmryan.co.uk | |
| Telephone number | 07802502333 | |
| National Insurance number | YT830089C | |
| Self Assessment UTR (if held) | | <i>10 digit Unique Tax Reference</i> |
| Date of birth | 1st of May 1950 | |
| Previous address in last 12 months (if applicable): | | |

| | | |
|-----------------------------------|--|---|
| Address line 1 | | |
| Address line 2 | | |
| Address line 3 | | |
| Address line 4 | | |
| UK Postcode | | |
| Country | | |
| Company Registration Number | | If no CRN, please enter reason why. |
| VAT Registration Number (if held) | | |
| PAYE Reference (if held) | | |
| Partnership UTR | | If no UTR, please enter reason why. |
| First director details: | | Enter details for a minimum of 1, and up to 3, directors. |
| Title | | |
| First name | | |
| Surname | | |
| Residential address line 1 | | |
| Residential address line 2 | | |
| Residential address line 3 | | |
| Residential address line 4 | | |
| UK Postcode | | |
| Email address | | |
| Telephone number | | |
| National Insurance number | | If no National Insurance number, please enter reason why. |

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| Self Assessment UTR | | <i>If no UTR, please enter reason why.</i> |
| Date of birth | | |
| Previous address in last 12 months (if applicable): | | |
| Address line 1 | | |
| Address line 2 | | |
| Address line 3 | | |
| Address line 4 | | |
| UK Postcode | | |
| Country | | |
| Second director details: | | |
| Title | | |
| First name | | |
| Surname | | |
| Residential address line 1 | | |
| Residential address line 2 | | |
| Residential address line 3 | | |
| Residential address line 4 | | |
| UK Postcode | | |
| Email address | | |
| Telephone number | | |
| National Insurance number | | <i>If no National Insurance number, please enter reason why.</i> |
| Self Assessment UTR | | <i>If no UTR, please enter reason why.</i> |
| Date of birth | | |
| Previous address in last 12 months (if applicable): | | |
| Address line 1 | | |
| Address line 2 | | |

| | |
|---|--|
| Address line 3 | |
| Address line 4 | |
| UK Postcode | |
| Country | |
| Third director details: | |
| Title | |
| First name | |
| Surname | |
| Residential address line 1 | |
| Residential address line 2 | |
| Residential address line 3 | |
| Residential address line 4 | |
| UK Postcode | |
| Email address | |
| Telephone number | |
| National Insurance number | |
| Self Assessment UTR | |
| Date of birth | |
| Previous address in last 12 months (if applicable): | |
| Address line 1 | |
| Address line 2 | |
| Address line 3 | |
| Address line 4 | |
| UK Postcode | |
| Country | |

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| <p><i>If no National Insurance number, please enter reason why.</i></p> |
| <p><i>If no UTR, please enter reason why.</i></p> |

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| Does the company/organisation have more than 3 directors? | | <i>Please select.</i> |
| First partner details: | | <i>Enter details for a minimum of 1, and up to 3, partners.</i> |
| Title | | |
| First name | | |
| Surname | | |
| Residential address line 1 | | |
| Residential address line 2 | | |
| Residential address line 3 | | |
| Residential address line 4 | | |
| UK Postcode | | |
| Email address | | |
| Telephone number | | |
| National Insurance number | | <i>If no National Insurance number, please enter reason why.</i> |
| Self Assessment UTR | | <i>If no UTR, please enter reason why.</i> |
| Date of birth | | |
| Previous address in last 12 months (if applicable): | | |
| Address line 1 | | |
| Address line 2 | | |
| Address line 3 | | |
| Address line 4 | | |
| UK Postcode | | |
| Country | | |

| Second partner details: | |
|---|--|
| Title | |
| First name | |
| Surname | |
| Residential address line 1 | |
| Residential address line 2 | |
| Residential address line 3 | |
| Residential address line 4 | |
| UK Postcode | |
| Email address | |
| Telephone number | |
| National Insurance number | |
| Self Assessment UTR | |
| Date of birth | |
| Previous address in last 12 months (if applicable): | |
| Address line 1 | |
| Address line 2 | |
| Address line 3 | |
| Address line 4 | |
| UK Postcode | |
| Country | |
| Third partner details: | |
| Title | |
| First name | |
| Surname | |
| Residential address line 1 | |
| Residential address line 2 | |

If no National Insurance number, please enter reason why.

If no UTR, please enter reason why.

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| Residential address line 3 | | | |
| Residential address line 4 | | | |
| UK Postcode | | | |
| Email address | | | |
| Telephone number | | | |
| National Insurance number | | | <i>If no National Insurance number, please enter reason why.</i> |
| Self Assessment UTR | | | <i>If no UTR, please enter reason why.</i> |
| Date of birth | | | |
| Previous address in last 12 months (if applicable): | | | |
| Address line 1 | | | |
| Address line 2 | | | |
| Address line 3 | | | |
| Address line 4 | | | |
| UK Postcode | | | |
| Country | | | |
| Does the company/organisation have more than 3 partners? | | <i>Please select.</i> | |
| Declarations | | | |
| <input checked="" type="checkbox"/> | The information shown is complete and correct and that I may be liable to a penalty if a false statement is made in this registration, and that any false statement may also lead to prosecution. | You must select 6 out of 7 of the declarations. | Place ticks in column A by selecting option from drop down list which will appear to the right of the selected cell. It looks like a full stop but is actually a v. |

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| <input checked="" type="checkbox"/> | I understand that as a scheme administrator I am responsible for discharging the functions conferred or imposed on the scheme administrator of a pension scheme by the Finance Act 2004, and I intend to discharge those functions at all times, whether resident in the United Kingdom or another EU member state or non-member EEA state. I will comply with all information notices issued to the scheme administrator under the Finance Act 2004 or the Finance Act 2008. I understand that I may be liable to a penalty and where the scheme is registered the pension scheme may be de-registered if I fail to discharge those functions properly. | |
| <input checked="" type="checkbox"/> | I understand that as scheme administrator I must make returns of information to HMRC, when they are reasonably required; provide information to members to enable them to meet their own tax obligations and pay any tax charges due to be paid by the scheme administrator under part 4 of the Finance Act 2004. | |
| <input checked="" type="checkbox"/> | I understand that where HMRC believes that a scheme administrator, or one of the persons that make up the scheme administrator of the pension scheme, is not a fit and proper person to be a scheme administrator, HMRC may refuse to register a scheme or, if the scheme is already registered, HMRC may de-register a scheme. | |
| | I have a working knowledge of pension scheme administrator duties and liabilities. | <i>You must select one of these two declarations. If you do not have a</i> |
| OR | | |

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| <input checked="" type="checkbox"/> | I don't have a working knowledge of pension scheme administrator duties and liabilities. I have appointed an adviser who does have that knowledge. | <i>If you do not have a working knowledge, you'll need to complete the pension advisor section below.</i> |
|-------------------------------------|--|---|

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| <input checked="" type="checkbox"/> | <p>None of the following statements apply and I am otherwise a fit and proper person to be a scheme administrator:</p> <ul style="list-style-type: none"> - I have been involved in tax fraud, abuse of tax repayment systems or other fraudulent behaviour including misrepresentation and/or identity theft; - I have had a criminal conviction relating to finance, corporate bodies or dishonesty; - I have been the subject of adverse civil proceedings relating to finance, corporate bodies or dishonesty/misconduct; - I have participated in or been connected with designing and/or marketing tax avoidance or pensions liberation schemes; - I have been disqualified from acting as a company director or are bankrupt; - I have been disqualified from acting as a pension scheme trustee. |
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| Pension Adviser Details | |
|-------------------------|--|
| Pension adviser name | Registered Scheme Administrator Limited |
| Address line 1 | Office 12 |
| Address line 2 | Venture Wales Building |
| Address line 3 | Merthyr Tydfil Industrial Business Park |
| Address line 4 | Merthyr Tydfil |
| UK Postcode | CF48 4DR |
| Country | United Kingdom |
| Email address | info@registeredschemeadministrator.co.uk |

Forms should be signed by the administrator (individual or company representative)

| | | |
|--|----------------------------------|-------------------------------------|
| Name | John Michael Ryan | No signature required if sending |
| Signature | | |
| Capacity in which you are signing this form | Scheme Trustee and Administrator | |