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| Client Name/s (number of members) | John Inglis & Valerie Inglis |
| Scheme Name | Joval Dairy Relief Services Ltd Pension Scheme |
| What ceding schemes are the transfers coming from If not transfers – source & explanation of contribution | M0004087 |
| What are the Transfer values/contribution amount | £38,000 |
| What percentage of customers funds are going into non standard investments | 80% |
| Details of the investments the client (trustees) are considering | Carlton James Skywatch Inn |
| The number of people employed by the scheme establisher | 0 |
| The corporation Tax reference of the employer The VAT registration number of the employer PAYE reference | TBC |
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| Current employment status | 2 Directors |
| Is the proposed Limited Company currently active | Newly incorporated with the intention to trade |
| Financial Adviser Involved  | JAN Investment Martketing |
| If no Financial Adviser – explanation why  |  |
| Classification of Client | Both Clients Certified High Net worth. |
| Explanation as to why customer is setting up a SSAS | Client is looking for sufficient income in retirement and is getting closer to this date. Unfortunately, the investment he wished to proceed with was no longer acceptable through the current provider and therefore look to make other arrangements so that the returns on his fund can offer the income in retirement required. |

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| Names of introducers | Carlton James Private & CommercialUnit 4, Clearwater Business Park, Frankland Road Swindon, SN4 0QL Tel – 0800 233 5626 |
| Details of web based material: | www.private-commercial.com |

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|  | What | When | Who | Why |
| 1 | Complete SSAS set up questionnaire / Bank Account Application/complete Fact Find & IFA agreements | At initial client meeting – Telephone or face to face interview | Carlton James/client – original client signature required | Required by the SSAS provider to set up the scheme; Name of scheme, company name, company accountant details and trustee details to be provided |
| 2 | Client to select Alternative Investment products from list (proportion of funds utilised) | At outset of the application | Client to select after initial discussion | Investment selection required by SSAS provider; Note that initially only 50-60% of funds to be utilised at this stage, preferably 2 or 3 alternative investment products to be selected |
| 3 | Copy passport, latest bank statement & recent utility bill | At outset of the application | Client to email or post | Required to satisfy for money laundering regulations |
| 4 | If Ltd company already in existence – require VAT no & Corporate Tax number | At outset of the application | Client | Ltd company required for a Solo SSAS |
| 5 | If no Ltd Company in existence create company on companies house | At outset of application | Carlton James will assist the client to register the company, client card details required for £15 incorporation fee. | Ltd company required for a solo SSAS, if new company must have ‘intention to trade’ |
| 6 | Request discharge forms from current pension providers | At outset of the application | Client to request forms | Requirement to transfer existing pension funds to the new SSAS scheme |
| 7 | Send SSAS set up questionnaire, client ID, VAT & Corp tax number to SSAS provider | When steps 1 – 6 are completed | Carlton James to compile | Full application submission to the SSAS provider for SSAS scheme set up |
| 8 | Trustee Deed forms Issued by SSAS provider, Carlton James to forward to client for signature | When step 7 completed | Carlton James to administer | Required for HMRC submission by SSAS provider for scheme registration |
| 9 | Send discharge forms to SSAS provider | After completed forms receive back from the client. | Client to return completed forms to Carlton James | Required for the new SSAS scheme to receive existing pension funds |
| 10 | Request Scheme Admin ID from HMRC | After HMRC scheme approval – this can take up to 8 weeks  | SSAS provider | All SSAS schemes require HMRC approval |
| 11 | Receive Trust Deeds from SSAS provider | After HMRC approval received | Carlton James | Trustees are required for all SSAS schemes. The client is the trustee on a solo SSAS. |
| 12 | Client to sign Trust Deeds | After HMRC approval received | Client, original signature required | A mandatory HMRC requirement for this tax advantaged pension investment |
| 13 | Client to complete tax registration form from HMRC | After HMRC approval received | Client | To register the scheme under HMRC SSAS regulations |
| 14 | Set up SSAS & register scheme with HMRC | After HMRC approval received | SSAS provider | Required for SSAS scheme to operate |
| 15 | Remaining cash funds in SSAS as per section 2 – regulated product selection required as stipulated by the SSAS provider, cash to be invested into regulated products to satisfy regulatory spread of investments/risk requirements | When steps 1-13 are completed. Scheme now formed. | Client/SSAS provider | Cash element retained in the scheme as per step 2 to be invested as per step 14. Note; a small percentage of the fund to be retained to cover annual administration costs charged by the SSAS provider |