



HM Revenue  
& Customs

HM Revenue and Customs  
Pensions Schemes Services  
BX9 1GH

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Michael Gerard Kneafsey  
Liskeveen House  
Moor End Road  
HALIFAX  
HX2 0RX

Phone 03000 519 617  
Monday to Friday 9.00am to 5.00pm

Web [www.gov.uk](http://www.gov.uk)



Date 25 November 2019  
Our Ref APSS530  
SRN S0000002800

Dear Mr Kneafsey

**Notice to provide information and produce documents about an application to register a pension scheme**

This letter is an information notice. It is a legal request for information and documents. I am making this request under section 153A of the Finance Act 2004.

**Pension scheme name: Kennedy Kneafsey SSAS**

Thank you for your application dated 24 October 2019 to register the pension scheme named above. You have applied to register the pension scheme under the Finance Act 2004.

**What you need to do**

To help us decide if we will register the pension scheme, you need to give us some information and documents. We believe these are reasonably required to consider your application for registration.

This notice means that by law you must let us have the information and the documents asked for on the attached schedule by 9 January 2020. Please send the information and documents by post to the address at the top of this letter.

Please put your submission reference number, S0000002800 on the first page of your reply.

We need to keep all of the documents you send us, so please make sure you have copies for your own records.

If you can't do what this notice asks or you can't reply by the date specified, please contact us now by:

- writing to the address at the top of this letter
- emailing us at [pensions.compliance@hmrc.gsi.gov.uk](mailto:pensions.compliance@hmrc.gsi.gov.uk)



Mark

From: Stephen Kennedy <stephen@newmorecapital.com>

Sent: 27 November 2019 08:55

To: mark@catmandoes.co.uk

Cc: Mark Whittaker <mark.whittaker@gunnercooke.com>; Mike Kneafsey <mike@newmorecapital.com>

Subject: Re: Duncan

## Pension scheme registration



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### Documents or information required for Kennedy Kneafsey SSAS

- 1 You've declared online that you have a working knowledge of pension scheme administrator duties and liabilities. HMRC needs to be satisfied that the reporting and operational duties of a scheme administrator will be carried out properly by you. Therefore please let me have details of your previous roles as a scheme administrator fulfilling these duties, together with details of your employer(s), the length of time and nature of schemes that you have administered. This is to allow you to demonstrate that you will be able to properly fulfil the role of a scheme administrator for your pension scheme.
- 2 If you have appointed a person to act on your behalf then please provide the following. A signed and dated copy of the:
  - Deed of Appointment
  - terms of business entered into with the appointed person together with details of the set up costs and fixed fees per annum you are being charged

An explanation of the role of the appointed person in relation to the recommendation, promotion of any investment products or provision of investment advice