



**HM Revenue
& Customs**

**Centre for National Information
Financial Institution Returns Management**
Ty Glas Road
Llanishen
Cardiff
CF14 5ZG

MICHAEL & JANET HOLMES PENSION SCHEME
Redwood
Ashlake Copse Road
Ryde
Isle Of Wight
PO33 4EY

Phone 029 2032 6379 / 7285
Monday to Thursday 8.30 to 17.00
Friday 8.30 to 16.30
Fax 029 2032 6002

www.hmrc.gov.uk

Date 28/02/2011
Our ref P1120

Dear Sir/Madam

**Registered Pension Schemes Operating Relief at Source - Returns of Individual
Information - Notice under Regulation 15(1) of the Registered Pension Schemes (Relief
at Source) Regulations 2005 (Statutory Instrument 2005 No 3448)**

This notice requires you to make and submit returns of individual information for the tax year ending 05/04/2011. You must submit this return by 05/10/2011 using one of the formats specified below.

If we have not received the requested information in the specified format by 05/10/2011 then in accordance with regulation 10(2) SI 2005/3448 any interim claims for months ending 05/10/2011 or later will not be processed until this return has been received.

Information to be reported

The information required to be returned for each contract for the members of each scheme is

1. Scheme Details

Scheme Administrator reference number
Name of Scheme Administrator
Pension Scheme Tax Reference
Tax Year

2. Members details

Name of scheme member
Member's Date of birth
Member's Gender
Member's Status
Member's National Insurance Number
Member's permanent address

3. Contribution details

Member contributions
Employer contributions
Term assurance contributions
National Insurance rebates from NICO
Transfer payment received
Value of member's fund
Date of valuation

Format in which the information must be provided

You are required to provide the specified information, in one of the two formats detailed below. Enclosed is a submission document. You must complete the submission document and attach it to any physical media (including paper) that you send to our Cardiff office. HMRC strongly recommends that returns are suitably packaged and are sent securely by means that record delivery or can be tracked in the case of delivery failure.

Format of information provided as a flat electronic text file

Information provided as a flat electronic text file must be submitted in accordance with the HMRC magnetic media specification for PRS RAS information returns. This specification is incorporated into and forms part of this notice and is available on the HMRC website at www.hmrc.gov.uk/specialist/ppshp.htm.

We would prefer these returns to be submitted using our secure online filing service called SET (Secure Electronic Transfer). Details of the SET service can be found at www.hmrc.gov.uk/set/about.htm.

Alternatively, you can post your return to our Cardiff office on one of the media formats approved by HMRC for this type of return.

Format of information provided on paper

If you decide to provide the specified information on paper, then you should contact the HMRC Orderline on **0845 900 0404** and ask for a supply of form **RPS COM100 (Z)** on which to provide the specified information. Please ensure you have 1 form for each member you are reporting. The specified original forms must be used. **PHOTOCOPIED OR DOWNLOADED FORMS MUST NOT BE USED.**

Help

If you need any help or advice in connection with the submission of the specified information, or if you have any difficulties in complying, you may contact Financial Institution Returns Management at cni.firm@hmrc.gsi.gov.uk or **029 2032 6379 / 7285**.

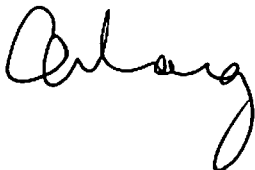
If you require any help with how to complete the details on the return, please contact HMRC Pension Scheme Services on **0845 600 2622**
Monday to Friday 9.00 to 17.00

Passwords

We have changed our system for submitting passwords. If you have used one of the approved forms of encryption to protect your return submitted on physical media you should send the password to the e-mail address detailed above. The title of the e-mail should be the return type, reference number (including sub number) and year of return.

Completed returns and NIL RETURNS (a suitable letter on headed paper) should be sent to:

**HMRC Risk and Intelligence Service
Centre for National Information
Financial Institution Returns Management
Ty Glas Road
Llanishen
Cardiff
CF14 5ZG**



Ceri Lang
Business Unit Head

PP Return - Tax Year 2010/11

Media Report Information

Mr Michael Holmes
MICHAEL & JANET HOLMES PENSION SCHEME
Redwood
Ashlake Copse Road
Ryde
Isle Of Wight
PO33 4EY

Tel:
Ext:

If there are any changes to the above details, please notify:

Financial Institution Returns Management at: cni.firm@hmrc.gsi.gov.uk

Sub Report Information

FI / Paying Agent Name : MICHAEL & JANET HOLMES PENSION SCHEME
FI / Paying Agent Sub-Return Reference : P1120 / 01
FI / Paying Agent Sub Return Description : ALL

Media Submission Details (To be completed in all cases - see guidance notes)

Number of Media items enclosed:	<input type="text"/>	Submission Status (Initial / Test / Retry):	<input type="text"/>
Number of ESD accounts reported: (S17, S18 and ESD returns only)	<input type="text"/>	HMRC Spreadsheet Format Used (Y/N): (S17, S18 and ESD returns only)	<input type="text"/>
Contact name for audit purposes:	<input type="text"/>		
Batch No	Volume No	Your Ref No	
of	of		
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(if necessary continue overleaf)

Please keep a copy of the return submitted in case your return needs to be amended or we need to ask you about the data you have submitted as, for security reasons, media will not be returned.

This document and accompanying data should be sent to:

HM Revenue & Customs, Centre for National Information, Financial Institution Returns Management, Ty Glas Road, Llanishen, Cardiff, CF14 5ZG

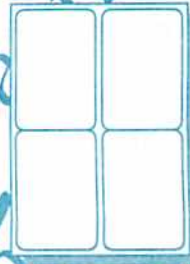
BANNER A4 LABELS - RE-ORDER CODES



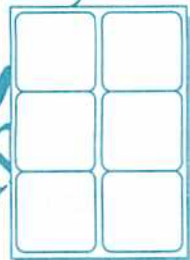
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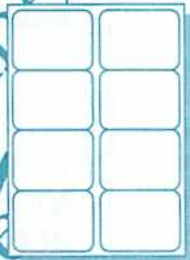
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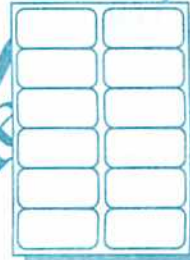
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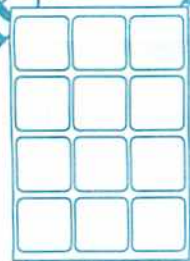
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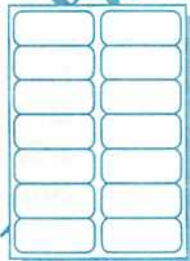
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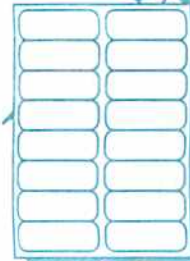
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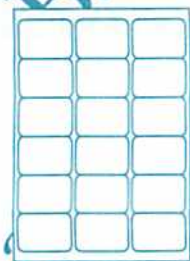
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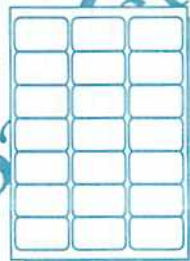
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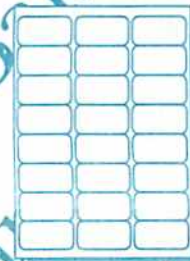
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9670023 - 18/SHEET



9670053 - 21/SHEET



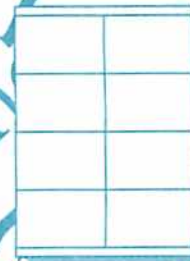
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9490005 - 1/SHEET



9490003 - 4/SHEET



9490004 - 8/SHEET



9490001 - 10/SHEET



9490006 - 16/SHEET



9490007 - 24/SHEET

Secure Electronic Transfer SET

Organisations are continuously embracing new technologies to improve their professionalism and efficiency in handling customers' information.



What is SET?

Secure Electronic Transfer (SET) is HMRC's new strategic facility for the secure transfer of bulk data to and from our business customers.

Incorporating customer feedback and built to open standards, SET is validated by the Government authority for technical IT security. SET follows the latest Government guidance for secure data transfer and provides several layers of security, including:

- **Signed** – Digital signatures providing assurance of origin and integrity
- **Encrypted** – Data parcels are encrypted so the receiver is the only person able to read the data
- **Secure Transfer** – Electronic transfer of data using a secure encrypted Internet-connection
- **Proof of receipt** – Signed notification messages at each stage of the transfer.

What are the benefits?

SET delivers a broad range of sustainable benefits to the many HMRC customers who are already users, including:

- **Risk Mitigation** – Eliminates the uncertainties associated with courier delivery
- **Instant Traceability** – Auditability, visibility and Traceability of transferred and stored data
- **Sustainable Compliance** – Compliance with HMRC policies and deadlines for data submission
- **Increased Security** – Secure and reliable data transfer with HMRC
- **Improved Efficiency** – Standardised and repeatable data transfer process

What information is sent via SET?

SET facilitates the transfer of bulk data 'parcels' between business customers and HMRC via the Government Gateway:

- **Bulk Data** – SET provides electronic exchange of bulk data currently being transferred by physical media such as CDs, DVDs and tapes.
- **Large File Sizes** – Transfers large volumes of data (currently 1.98GB up to 10 GB in the future)
- **Up to RESTRICTED** – Accredited to transfer data where individual records have an HM Government protective marking of RESTRICTED or lower and aggregations of RESTRICTED records
- **Supported data types** – We support an extensive range of return types, with ongoing review to expand the range. A list of supported returns can be provided on request.

SET is not for:

- **Individuals** – HMRC provides several online services for citizens through its portal.
- **Ad hoc data transfers** – SET is better suited for regular and repeatable transfers
- **Interactive communications** – SET is a file transfer facility. It does not pass messages between people or organisations in real time nor does it provide any sort of collaborative working capability.

Interested?

SET is available to external organisations such as HMRC customers and trading partners.

To find out more about the service and learn what you need inside your organisation to make SET work and to sign up, please contact:

Email: MDTSSETCustomerManagement@hmrc.gsi.gov.uk