

Pension Scheme Return & Event Questionnaire

Information required for the pension scheme return

The scheme administrator is required to complete a pension scheme return for the tax year. We undertake this as part of our pension scheme service to the trustees. The return is over 11 pages. In addition, there may be an event report due, presently there are over 20 different event reports that may arise during a scheme year – a fine arises for incorrect or non reporting of an event report.

We have condensed the information needed for the returns into a short questionnaire. Please check appropriate box and return this form to us. If there are any parts of this form that you are unsure about, please contact your scheme consultant.

Scheme tax year ending 5th April 2009

	Yes	No
Payments to and from the scheme more than £100,000		<input checked="" type="checkbox"/>
Gross pension assets more than £400,000		<input checked="" type="checkbox"/>
Does the scheme undertake any transactions with the employer, or a connected party*		<input checked="" type="checkbox"/>
Does the scheme have any interest in land/property or tangible property**		<input checked="" type="checkbox"/>
Does the scheme have any shares in the sponsoring employer		<input checked="" type="checkbox"/>
Are there any loans outstanding to a member or person connected to a member		<input checked="" type="checkbox"/>
Does the scheme acquire any assets from a connected party, directly or indirectly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any cash on deposit	<input checked="" type="checkbox"/>	
Are any assets acquired on arms length terms – e.g. stocks/shares – or are they acquired from a wholly unconnected firm such as a bank or broker. Another example of arms length is commercial property purchased at auction.		<input checked="" type="checkbox"/>
Have there been any loans from the scheme in the last 12 months		<input checked="" type="checkbox"/>
Do any members make any drawings from the scheme - expenses, or otherwise		<input checked="" type="checkbox"/>
Are there any payments to the employer sponsoring the pension		<input checked="" type="checkbox"/>

Additional Questions

Yes No

Do you require a trustee meeting (No additional cost arises for this)
If yes, this will be arranged on receipt of the completed
questionnaire

	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

Attached is a fact sheet for Pension Schemes Online - Are you
interested in registering for this service

Notes:

* A connected party includes: A relative, a partner, co-director, or co trustee.

A connected party may also include a company that does not participate in the scheme but may be
connected to you through the associations given above.

**Tangible moveable property includes: Assets that you can touch and move, such as fine wines,
machinery, works of art, assets that have a lifespan of less than 51 years e.g. patents.

Do you have any particular requirements at this time? If yes, please add your comments below:

No
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Scheme Name: MICHAEL & JANET HOLMES PENSION SCHEME

Signed:  Date: 1/9/09

Please return this form to Pension Practitioner .Com Limited.

What happens next ?

We will complete the returns to HMRC and if necessary the Pensions Regulator. We may need some
further information from you for this. We will then draft your annual report, which will include the
member benefit statements, this will also contain a copy of the information issued to HMRC.

This report can be provided at the trustees meeting, this will also give you the opportunity to discuss
any requirements or ideas regarding your scheme and our service. If you do not require a trustee
meeting then we will only send the trustees report to you.

For Pension Schemes Online, we will contact you separately regarding this service.