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 long. 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 on non reporting of an event report.

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

Pension Scheme tax year ending 5th April 2009	**Yes**	**No**
Were payments to and from the scheme more than £100,000	✓	
Were the gross pension assets more than £400,000	✓	
Did the scheme undertake any transactions with the employer, member or a connected party*		✓
Did the scheme have any interest in land/property or tangible moveable property**		✓
Did the scheme have any shares in the sponsoring employer		✓
Were there any loans outstanding to a member or person connected to the member		✓
Did the scheme acquire any assets from a connected party, directly or indirectly		✓
Was there any cash on deposit	✓	
Were any assets acquired on arms length terms – e.g. stocks/shares and assets acquired from a wholly unconnected firm such as a stockbroker. Another example of arms length is commercial property acquired at auction.		✓
Has there been any loans from the scheme in the last 12 months		✓
Did any member make any drawings from the scheme - expenses, pension or otherwise – LUMP SUM TO NHS MEDICAL MUTUAL TAX FREE	✓	
Were there any payments to the employer sponsoring the pension scheme		✓

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		✓
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:

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Write to client for a copy of bank statements from opening to 5/4/09.

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Scheme Name: MR & MRS M MEHTA - Pension Scheme

Signed: M. Mehta Date: 18 August 2009

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.

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

Notes:

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

Derek Hutchinson will be transferring funds from his old persion fund into this one, he is 52 & wants to discuss if to take his lump sum before the end of the year.

Scheme Name: Hutchinson Pension Fund 2nd Generation

Signed: J Hutchinson Date: 3.9.09

Please return this form to Pension Practitioner .Com Limited.

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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.

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