

## SSAS SET UP INFORMATION

Client Name/s (number of members)	Mr Nick Greenaway
Scheme Name	NGCS Retirement Scheme
What ceding schemes are the transfers coming from If not transfers – source & explanation of contribution	HSBC – Nick Greenaway Occupational Scheme – Kimberley Greenaway
What are the Transfer values/contribution amount	1.) £16670 2.) £20,000
What percentage of customers funds are going into non standard investments	50%
Details of the investments the client (trustees) are considering	50% Company Loan 25% Skywatch 25% Rathbones
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	31091 20837  
Current employment status	Director
Is the proposed Limited Company currently active	Yes
Financial Adviser Involved	JAN Investment Marketing
If no Financial Adviser – explanation why	
Classification of Client	High Net worth Individual
Explanation as to why customer is setting up a SSAS	Because of poor performance and the intention to use 50% as a company loan

Names of introducers	Carlton James Private & Commercial Unit 4, Clearwater Business Park, Frankland Road Swindon, SN4 0QL Tel – 0800 233 5626
Details of web based material:	<a href="http://www.private-commercial.com">www.private-commercial.com</a>

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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