

Pension Scheme Account Opening Request

Email to (preferred option): Partnership.Support@metrobank.plc.uk

Post to: The Manager, Partnership Support, Metro Bank PLC, One Southampton Row, London, WC1B 5HA (if enclosing a cheque, please use this option)

1. PENSION SCHEME DETAILS

Type of Pension Scheme (e.g. SIPP, SSAS) Full Name of Pension Scheme

SSAS

Rothwell SSAS

Full Name of Pension Provider

Pension Practitioner.Com, Daws House, 33-35 Daws Lane, London, NW7 4SD

Full Name and Address of Professional Trustee (if different to Pension Provider)

N/A

Full Name and Address of Scheme Administrator (if different to Professional Trustee)

N/A

Are statements required? ☐ Yes ☒ No

HMRC registration number of the Pension Scheme?

Are statements required? ☐ Yes ☒ No

Does Employer pay premiums/contributions? ☐ Yes ☒ No

If yes please provide Full Name and Address of Employer and the company registration number (if applicable)

2. MEMBERS AND TRUSTEES

First Scheme Member

Title (Mr, Mrs, Miss) Mr

First Name Paul

Middle Name(s) Timothy

Surname Rothwell

Date of Birth 15 Sept 1982

Gender Male

Nationality British

Country of Birth UK

Home Telephone Number

Mobile Number

Email Address

Current Address

1 Garden Lane, Wentbridge
PONTEFRAC, WF8 3HP

Date moved in

16 / 9 / 82

Are statements required? ☐ Yes ☒ No

Is this individual a Member Trustee? ☒ Yes ☐ No

Is this individual an Authorised Signatory? ☒ Yes ☐ No

Is Online Banking required? ☒ Yes ☐ No
(Please note View Only Access is available and mobile phone number and email address are required.)

Pension Scheme Account Opening Request *(continued)*

2. TRUSTEES DETAILS *(continued)*

Second Scheme Member

Title (<i>Mr, Mrs, Miss</i>)	<input type="text"/>	Email Address	<input type="text"/>
First Name	<input type="text"/>	Current Address*	<input type="text"/>
Middle Name(s)	<input type="text"/>		
Surname	<input type="text"/>	Date moved in	<input type="text"/>
Date of Birth	<input type="text"/>	Are statements required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gender	<input type="text"/>	Is this individual a Scheme Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality	<input type="text"/>	Is this individual a Member Trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth	<input type="text"/>	Is this individual an Authorised Signatory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone Number	<input type="text"/>	Is Online Banking required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number	<input type="text"/>	<i>(Please note View Only Access is available and mobile phone number and email address are required.)</i>	

Third Scheme Member

Title (<i>Mr, Mrs, Miss</i>)	<input type="text"/>	Email Address	<input type="text"/>
First Name	<input type="text"/>	Current Address*	<input type="text"/>
Middle Name(s)	<input type="text"/>		
Surname	<input type="text"/>	Date moved in	<input type="text"/>
Date of Birth	<input type="text"/>	Are statements required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gender	<input type="text"/>	Is this individual a Scheme Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality	<input type="text"/>	Is this individual a Member Trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth	<input type="text"/>	Is this individual an Authorised Signatory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone Number	<input type="text"/>	Is Online Banking required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number	<input type="text"/>	<i>(Please note View Only Access is available and mobile phone number and email address are required.)</i>	

Forth Scheme Member

Title (<i>Mr, Mrs, Miss</i>)	<input type="text"/>	Email Address	<input type="text"/>
First Name	<input type="text"/>	Current Address*	<input type="text"/>
Middle Name(s)	<input type="text"/>		
Surname	<input type="text"/>	Date moved in	<input type="text"/>
Date of Birth	<input type="text"/>	Are statements required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gender	<input type="text"/>	Is this individual a Scheme Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality	<input type="text"/>	Is this individual a Member Trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth	<input type="text"/>	Is this individual an Authorised Signatory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone Number	<input type="text"/>	Is Online Banking required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<i>(Please note View Only Access is available and mobile phone number and email address are required.)</i>	

Pension Scheme Account Opening Request *(continued)*

2. TRUSTEES DETAILS *(continued)*

Fifth Scheme Member

Title (<i>Mr, Mrs, Miss</i>)	<input type="text"/>	Email Address	<input type="text"/>
First Name	<input type="text"/>	Current Address*	<input type="text"/>
Middle Name(s)	<input type="text"/>		
Surname	<input type="text"/>	Date moved in	<input type="text"/>
Date of Birth	<input type="text"/>	Are statements required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gender	<input type="text"/>	Is this individual a Scheme Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality	<input type="text"/>	Is this individual a Member Trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth	<input type="text"/>	Is this individual an Authorised Signatory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone Number	<input type="text"/>	Is Online Banking required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number	<input type="text"/>	<i>(Please note View Only Access is available and mobile phone number and email address are required.)</i>	

Sixth Scheme Member

Title (<i>Mr, Mrs, Miss</i>)	<input type="text"/>	Email Address	<input type="text"/>
First Name	<input type="text"/>	Current Address*	<input type="text"/>
Middle Name(s)	<input type="text"/>		
Surname	<input type="text"/>	Date moved in	<input type="text"/>
Date of Birth	<input type="text"/>	Are statements required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gender	<input type="text"/>	Is this individual a Scheme Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nationality	<input type="text"/>	Is this individual a Member Trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth	<input type="text"/>	Is this individual an Authorised Signatory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone Number	<input type="text"/>	Is Online Banking required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number	<input type="text"/>	<i>(Please note View Only Access is available and mobile phone number and email address are required.)</i>	

Pension Scheme Account Opening Request *(continued)*

3. CHOOSE YOUR ACCOUNT(S)

- I/We would like to open: ☒ A SIPP/SSAS Account Only ☐ Is a cheque book required
- ☐ A Fixed Term Savings Account and a SIPP/SSAS Account
(please complete Section 4)*

*Please note a SIPP/SSAS Account with Metro Bank is also required in order to open a Fixed Term Savings Account

4. YOUR FIXED TERM DEPOSIT DETAILS

Amount to be deposited

Term (months)

- Funds to be deposited by: ☐ Cheque made payable to the Pension Scheme
- ☐ Electronic transfer from another bank
(account details to which funds are to be sent will be provided by Metro Bank once the SIPP/SSAS Account has been opened)

5. MANDATE

In this section you tell us how many and which Authorised Signatories are required to operate this account.

Completion of this Mandate authorises Metro Bank to accept all instructions given, or acts performed, in accordance with the "Our Service Relationship with Business Customers" brochure and/or this Mandate on behalf of the Trustees of the Pension Scheme.

Please indicate the signing instructions by ticking the appropriate box:

- ☒ Member Trustee(s) and Professional Trustee(s) to sign together

*If this option is selected please specify number of authorised signatories on behalf of Member Trustees

*If this option is selected please specify number of authorised signatories on behalf of Professional Trustees

OR

- ☐ Professional Administrator(s) only to sign

*If this option is selected please specify number of authorised signatories on behalf of Professional Trustees

*Please indicate below any special instructions:

Any ONE Trustee and ONE Pension Practitioner.Com signatory as per the Pension Practitioner.Com signatory list. I/We hereby authorise Metro Bank PLC (The Bank) to deduct from my/our pension scheme bank account such management charges/fees and adviser charges/fees as may be notified from time to time to the bank under the sole instruction of two authorised signatories of Pension Practitioner.Com.

Pension Scheme Account Opening Request *(continued)*

6. DECLARATION AND SIGNATURE(S)

Fraud Prevention Agencies

If you give false or inaccurate information and fraud is identified or suspected, details may be passed to fraud prevention agencies and/or CRAs to prevent fraud and money laundering. Law enforcement agencies may access and use this information.

You authorise Metro Bank to disclose details of your account(s) to your professional adviser (as detailed below) and your pension provider as named on the application form, or their successors in title.

Use of Your Information

More information is available about how Metro Bank will use your information. You can find this at the beginning of the document "Our Service Relationship with Business Customers". More detailed information is also available in our "Guide to the Use of Your Information". Both of these documents are available on request. **By signing this form you agree to Metro Bank using your information as set out above and in the ways described in the above literature.** You can contact us in writing at Metro Bank PLC, One Southampton Row, London, WC1B 5HA or via email at enquiries@metrobank.plc.uk.

Declaration

Metro Bank's decision to offer you this Pension Scheme Bank Account is based on the information set out in this application. By applying for this Pension Scheme Bank Account, you declare that the information set out in this application is, to the best of your knowledge and belief, correct and not misleading. If any of the information provided in this application changes you must inform Metro Bank promptly in writing.

Your Pension Scheme Bank Account will be subject to the terms and conditions outlined in the documents "Our Service Relationship with Business Customers" and the "Important Information Summary" for this product. As you are applying for a joint account, you acknowledge that each of you is separately responsible for complying with the document "Our Service Relationship with Business Customers" and the "Important Information Summary". If any one of you does not comply, Metro Bank can take action against any or all of you alone or together.

Before signing this Pension Scheme Account Opening Request you should carefully read the document "Our Service Relationship with Business Customers" and the "Important Information Summary" for this product. If there is any term that you do not understand, please discuss it with a Metro Bank Partnerships Service Centre Specialist before signing.

I certify that I have reviewed the Pension Trust Deed in respect of the above named Pension Scheme and:

- The pension has been properly constituted
- The details shown above are complete and accurate
- The Trustees are empowered to open an account at Metro Bank PLC
- The Trustees are empowered to operate the account/to appoint representatives to operate the account
- To facilitate operations on the account the Trustees are empowered to utilise any electronic banking service available from Metro Bank PLC
- The Trust Deed will be available for inspections by the Bank, if required and that the copy will be retained for a period of 6 years after the account has closed
- The signatories on the account mandate (section 6) have been authorised and appointed by all the trustees or the trustees' representatives
- We permit Metro Bank PLC to make enquiries to HMRC to confirm this scheme is registered with them for tax relief and exemptions and we authorise HMRC to provide this information to Metro Bank PLC upon request

By signing this form we acknowledge receipt of details of the Financial Services Compensation Scheme Information Sheet.

We confirm that the Account is to be subject to the Pension Scheme Bank Account Important Information Summary and the Terms and Conditions as set out in "Our Service Relationship with Business Customers" Part 4 Section 40.

Professional Administrator(s)

Print name

Position

Signature

Date

Print name

Position

Signature

Date

Pension Scheme Account Opening Request *(continued)*

6. DECLARATION AND SIGNATURE(S) *(continued)*

Member Trustee(s)/Authorised Signatory(ies)

Print name

Paul Timothy Rothwell

Signature



Date

19/7/17

Print name

Signature

Date

Print name

Signature

Date

Print name

Signature

Date

Print name

Signature

Date

Print name

Signature

Date

7. PROFESSIONAL ADVISOR DETAILS

Name of Company

Pension Practitioner. Com Limited

Address

Daws House
33-35 Daws Lane, London

Post code

NW7 4SD

Telephone Number

08006344862

Contact Name

Georgina Stuliglowa

Email

info@pensionpractitioner.com

Financial Services Compensation Scheme

Information Sheet

BASIC INFORMATION ABOUT THE PROTECTION OF YOUR ELIGIBLE DEPOSITS

Eligible deposits in Metro Bank PLC are protected by:	The Financial Services Compensation Scheme ("FSCS") ¹
Limit of protection:	£75,000 per depositor per bank ²
If you have more eligible deposits at the same bank:	All your eligible deposits at the same bank are "aggregated" and the total is subject to the limit of £75,000. ²
If you have a joint account with other person(s):	The limit of £75,000 applies to each depositor separately. ³
Reimbursement period in case of bank's failure:	20 working days. ⁴
Currency of reimbursement:	Pound sterling (GBP, £) or, for branches of UK banks operating in other EEA Member States, the currency of that State.
To contact Metro Bank PLC for enquiries relating to your account: To contact the FSCS for further information on compensation:	Metro Bank PLC One Southampton Row London WC1B 5HA Financial Services Compensation Scheme 10th Floor Beaufort House 15 St Botolph Street London EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk
More information:	http://www.fscs.org.uk
Acknowledgement of receipt by the depositor:	

ADDITIONAL INFORMATION

¹ Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank should occur, your eligible deposits would be repaid up to £75,000 by the Deposit Guarantee Scheme.

² General limit of protection

If a covered deposit is unavailable because a bank is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers at maximum £75,000 per bank. This means that all eligible deposits at the same bank are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £75,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £75,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- (a) certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- (b) a death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- (c) the payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

ADDITIONAL INFORMATION (continued)

More information can be obtained under <http://www.fscs.org.uk>

³ Limit of protection for joint accounts

In case of joint accounts, the limit of £75,000 applies to each depositor. However, eligible deposits in an account to which two or more persons are entitled as members of a business partnership, association or grouping of a similar nature, without legal personality, are aggregated and treated as if made by a single depositor for the purpose of calculating the limit of £75,000.

⁴ Reimbursement

The responsible Deposit Guarantee Scheme is the Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU, Tel: 0800 678 1100 or 020 7741 4100, Email: ICT@fscs.org.uk. It will repay your eligible deposits (up to £75,000) within 20 working days until 31 December 2018; within 15 working days from 1 January 2019 until 31 December 2020; within 10 working days from 1 January 2021 to 31 December 2023; and within 7 working days from 1 January 2024 onwards, save where specific exceptions apply.

Where the FSCS cannot make the repayable amount available within 7 working days, it will, from 1 June 2016 until 31 December 2023, ensure that you have access to an appropriate amount of your covered deposits to cover the cost of living (in the case of a depositor which is an individual) or to cover necessary business expenses or operating costs (in the case of a depositor which is not an individual or a large company) within 5 working days of a request. Again, there are specific exceptions to this obligation.

In the case of a depositor which is a large company, where the FSCS cannot make the repayable amount available within 7 working days, it will, from 3 July 2015 until 1 December 2016, ensure that you have access to your covered deposits within fifteen working days of a request containing sufficient information to enable it to make a payment, save where specific exceptions apply.

In the case of a depositor which is a small local authority, where the FSCS cannot make the repayable amount available within 7 working days, it will, from 3 July 2015 until 1 June 2016, ensure that you have access to your covered deposits within fifteen working days of a request containing sufficient information to enable it to make a payment, save where specific exceptions apply.

If you have not been repaid within these deadlines, you should contact the Deposit Guarantee Scheme since the time to claim reimbursement may be barred after a certain time limit. Further information can be obtained under <http://www.fscs.org.uk>.

Other important information

In general, all retail depositors and businesses are covered by Deposit Guarantee Schemes. Exceptions for certain deposits are stated on the website of the responsible Deposit Guarantee Scheme. Your bank will also inform you of any exclusions from protection which may apply. If deposits are eligible, the bank shall also confirm this on the statement of account.

EXCLUSIONS LIST

A deposit is excluded from protection if:

- (a) The holder and any beneficial owner of the deposit have never been identified in accordance with money laundering requirements. For further information, contact your bank.
- (b) The deposit arises out of transactions in connection with which there has been a criminal conviction for money laundering.
- (c) It is a deposit made by a depositor which is one of the following:
 - credit institution
 - financial institution
 - investment firm
 - insurance undertaking
 - reinsurance undertaking
 - collective investment undertaking
 - pension or retirement fund¹
 - public authority, other than a small local authority.

The following are deposits, categories of deposits or other instruments which will no longer be protected from 3 July 2015:

- deposits of a credit union to which the credit union itself is entitled
- deposits which can only be proven by a financial instrument² unless it is a savings product which is evidenced by a certificate of deposit made out to a named person and which exists in a Member State on 2 July 2014
- deposits of a collective investment scheme which qualifies as a small company³
- deposits of an overseas financial services institution which qualifies as a small company⁴
- deposits of certain regulated firms (investment firms, insurance undertakings and reinsurance undertakings) which qualify as a small business or a small company⁵ – refer to the FSCS for further information on this category

For further information about exclusions, refer to the FSCS website at www.FSCS.org.uk

¹Deposits by personal pension schemes, stakeholder pension schemes and occupational pension schemes of micro, small and medium sized enterprises are not excluded

²See footnote 3

Nomination of beneficiary form

Scheme Name: **Rothwell SSAS** (hereinafter referred to as the scheme)

Personal details:

Full name including title: Mr. Paul Timothy Rothwell

Date of birth: 15 Sept 1982

In the event of my death, I, the member of the scheme in trust, request that the funds should be paid to (please refer to the notes below):

Name: Emma Thompson Address: 1 GARDEN COURT WENTBRIDGE POWELL STREET, WFSHIP. Proportion % 55%	Name: Naomi Rothwell Address: 78 Middleton Park Leeds, Leeds LS10 3ST Proportion % 15%
Name: Adam Rothwell Address: 8 Burghwallis Lane, Sutton, Doncaster DN6 9JH Proportion % 15%	Name: Pearl Rothwell Address: 78 Middleton Park Leeds, LS10 3ST Proportion % 15%

Declaration

I confirm that:

- i) this supersedes all previous beneficiary nominations; and
- ii) I may revoke this request at any time by submitting a new form to the scheme Administrator

Signature of member:  Date: 19/7/17

Notes:

The member's estate cannot be nominated.

If the member does not complete a nomination form the death benefit would be payable to (or may be applied for the benefit of) such one or more of the member's dependants or named class as the nominated trustee decides, acting in accordance with the governing Trust Deed and Rules.

Paul Timothy Rothwell
1 Garden Lane
Wentbridge
Pontefract
WF8 3HP

2017

Dear Paul,

Rothwell SSAS ("the Scheme")

This letter outlines the features of the Scheme as they would apply to you and invites you to become a member.

CONSTITUTION

The Scheme is to be a registered pension scheme within the meaning of Part 4 of the Finance Act 2004, governed by rules adopted by a deed dated ("the Rules") and administered by the trustees for the time being ("the Trustees"). The Rules will over-ride this letter in the event of any conflict between them. References to specific Rules are given for convenience in some of the headings below.

ADMISSION TO MEMBERSHIP (Rule 16)

Admission to the Scheme is at the discretion of the Company

CONTRIBUTIONS (Rule 17)

The Rules allow members, their employers and you to make contributions to the Scheme. The Rules do not make contributions by any person compulsory.

INDIVIDUAL FUNDS

Each Member of the Scheme has an "Individual Fund", built up through (i) contributions by/in respect of the Member and (ii) any transfer payments in respect of the Member from other schemes, adjusted to take account of the investment experience of the Scheme.

All benefits paid to or in respect of a Member are paid out of (and therefore their amount is limited by) his Individual Fund.

The Individual Fund will be further limited by the lifetime allowance, which at the date of this letter is £1 million.

BENEFITS FOR MEMBER (Rule 19)

The latest age at which benefits may be drawn is 77 and the earliest age is usually 55 but you may be able to draw benefits earlier if you suffer from incapacity or serious ill-health, or if you had an unusually low normal retirement age under the previous tax regime.

The Rules allow you to take benefits at any age consistent with this new tax regime. "Retirement" in this letter means simply drawing benefits during your lifetime.

On retirement, your Individual Fund will be applied by the Trustees to provide - at your request - a lump sum, which is payable free of income tax under current law. The maximum lump sum is usually 25% of the Individual Fund, but may be more or less in some cases, particularly for members with "transitional protection" of rights built up before A-day.

The remainder of your Individual Fund will then be designated to provide pension in the form of income withdrawal. This is essentially a pension drawn from the Individual Fund, the amount of which can be varied between:

- a minimum of nil and
- a maximum set every 3 years based on 100% of the single life annuity which could be bought with the Individual Fund.

When you reach age 77 the ability to draw an initial lump sum is lost.

BENEFITS ON DEATH (Rule 20)

On your death, the Trustees will use your Individual Fund to provide lump sum benefits and/or pensions for your dependants and other beneficiaries in accordance with the Rules.

The Rules give the Trustees wide discretion as to both the form of benefits and the recipients:

- pensions can be provided for dependants (which includes spouses and civil partners, children up to age 23 and others actually dependent on you);
- lump sums can be paid to any person.
- Some or all of your fund can be paid to a registered charity.

STATE PENSION ARRANGEMENTS

The Scheme is not contracted out of the State Second Pension Scheme.

TERMINATION (Rule 14)

The Scheme may be terminated in accordance with the Rules. In the event of its termination the assets of the Scheme will be applied for the benefit of Members having regard to their respective Individual Funds.

AMENDMENT (Rule 3)

The power to amend the Scheme may be exercised by the Principal Employer

ENQUIRIES / PROBLEMS

General enquiries about the Scheme or about your entitlement to benefit should be directed to the Administrator at Daws House, 33-35 Daws Lane, London. NW7 4SD.

OPAS (The Pensions Advisory Service) is available at any time to assist members and beneficiaries of the Scheme in connection with any pensions query they may have, or any

difficulty which they have failed to resolve with the Trustees or the administrators of the Scheme.

The Pensions Ombudsman appointed under section 145(2) of the Pension Schemes Act 1993 may investigate and determine any complaint or dispute of fact or law in relation to an occupational pension scheme made or referred in accordance with that Act.

Both OPAS and the Pensions Ombudsman may be contacted at 11 Belgrave Road, London SW1V 1RB.

The Pensions Regulator is able to intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties.

The Pensions Regulator may be contacted at Napier House, Trafalgar Place, Brighton BN1 4DW.

DATA PROTECTION

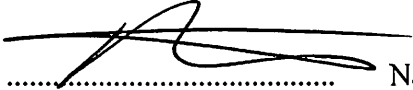
The Trustees are a "data controller" for data held about you in connection with the Scheme. This data may be used for any reasonable purpose connected with the administration of the Scheme, including decisions about the amount of benefits and eligibility for those benefits.

Data may be disclosed to delegates, agents and professional advisers but will otherwise be disclosed only with your consent or as required by law.

You are entitled on request to see copies of any personal data held about you, and to be told its source.

APPLICATION FOR MEMBERSHIP

If you wish to apply for membership of the Scheme, please sign and return this letter.

Signed  Name Paul Rothwell

(Authorised signatory of Empire Property Concepts Limited)

I apply for membership. I agree to abide by the terms of this letter and the Rules.

Signed  Paul Timothy Rothwell

Date 19/7/17

Dated 19 / 7 / 17

Rothwell SSAS (the 'Scheme'): Appointment of Registered Administrator

Parties

1. **Paul Timothy Rothwell** both of 1 Garden Lane, Wentbridge, Pontefract, WF8 3HP (in this deed called the 'Trustee')
2. **Registered Scheme Administrator Ltd** (company number 09508411) of Vancouver House 111 Hagley Road, Edgbaston, Birmingham, England, B16 8LB (in this deed called the 'The Administrator')

1. Introduction

The General Trustees are the present trustees of the Scheme (the 'Trustees').

- 1.1 All of the General Trustees are resident in the United Kingdom
- 1.2 The General Trustees wish to appoint a Scheme Administrator to be the Registered Administrator of the Scheme.
- 1.3 A Registered Administrator is an Administrator appointed in accordance with Section 270 of Finance Act 2004 to fulfil the Duties set out in this Deed.

2. Duties of the Scheme Administrator shall mean:

- 2.1 The Administrator shall from the Commencement Date use all reasonable endeavours to perform its duties in accordance with Good Industry Practice; the Trust Deed; the terms of this Deed; and all applicable laws, regulations and orders which apply to the Scheme, the Deed and the Administrator in its role as Scheme Administrator.
- 2.2 The Administrator shall register the Scheme in accordance with the Act and The Registered Pension Schemes and Overseas Pension Schemes (Electronic Communications of Returns and Information) Regulations 2006 - SI 2006/570.
- 2.3 The Registered Administrator in registering a scheme where it is satisfied to do so shall warrant that: the scheme meets the criteria to be a registered pension scheme and has been set up and will be maintained for the purpose of providing authorised pension and lump sum benefits falling within section 164(1)(a) or (b) Finance Act 2004. All the required information has been provided and is correct so that the application can be considered. The scheme is not set up in such a way as to facilitate unauthorised payments. The scheme administrator will discharge their functions properly and understands that there will be a penalty if they do not. The scheme administrator is a fit and proper person and that HMRC may refuse to register the scheme or de-register the scheme if HMRC believes the scheme administrator is not a fit and proper person, and the scheme administrator understands that they may be liable to a penalty and that the pension scheme may be de-registered if a false statement is made on the application or in respect of any of the information provided on the application
- 2.4 In its performance of its duties under Clause 2.1 of this Deed, the Scheme Administrator shall ensure compliance of the Scheme as set out in Chapter 7, Finance Act 2004 and The Registered Pension Schemes (Provision of Information) Regulations 2006 - SI 2006/567.

- 2.5 For the avoidance of doubt, the duties shall not include the provision of legal advice by the Administrator to the Trustee and the Administrator shall be under no obligation or duty to the Trustee to provide it with legal advice or act as legal adviser to the Trustee at any time.
- 2.6 In carrying out the duties the Administrator shall use such bank accounts as the Trustee may authorise from time to time or as the Administrator is authorised to use under the Trust Deed.

3. Mutual obligations of the parties

- 3.1 All instructions and reporting from either party to the other shall be made in writing which shall include email.
- 3.2 Each party shall inform the other party in writing of all legal agents entitled to give instructions on behalf of the relevant party.
- 3.3 The parties shall provide all reasonable co-operation with one and other with a view to ensuring the proper running of the Scheme.
- 3.4 The parties shall use all reasonable endeavours not to do or omit to do anything that would prejudice the status of the Scheme as a registered pension scheme within the meaning of the Act
- 3.5 Payments made by either party out of any Scheme bank account shall only be made in accordance with the Trust Deed, the terms and conditions of the relevant bank account, any relevant bank account mandate or authority, and the provisions of this Deed where relevant.

4 Charges

- 4.1 The Administrator will be entitled to charge for disbursement with the prior consent of the Trustees for the performance of its duties.
- 4.2 Pursuant to its powers under the Trust Deed, the Administrator shall be entitled at its absolute discretion to deduct the Charges directly from the Fund; and sell, convert or liquidate any part of the Fund for the payment of any Charges, subject to the provisions of the Trust Deed including the payment of disbursements and fees to a Scheme Practitioner.

5 Trustees obligations

- 5.1 The Trustees shall from the Commencement Date use all reasonable endeavours to carry out its duties as trustee of the Scheme in accordance with the Trust Deed; the terms of this Deed; and all applicable laws, regulations and orders which apply to the Trustee in its role as trustee of the Scheme and in relation to its obligations under this Deed.
- 5.2 The Trustee shall provide the Administrator promptly with all the information and evidence that the Administrator requires from time to time in order for the Administrator to comply with any legislative or regulatory requirements including but not limited to those relating to anti-money laundering or anti terrorism. The Trustee authorises the Administrator to carry out any due diligence and/or verification exercises that it is required to carry out in accordance with these requirements.

6 Data Protection

- 6.1 The parties acknowledge that the relationship between them created by this Deed involves the processing of Personal Data and/or Sensitive Personal Data and that for the purposes of the provision of the Services in relation to the Data Protection Legislation the

Trustee shall be the "data controller" and the Administrator shall be the "data processor" within the meaning of the DPA.

- 6.2 The Trustee shall ensure that all data disclosed to the Administrator has been validly obtained and that the disclosure and transfer of such data is lawful.
- 6.3 The Trustee shall provide to the Administrator such Personal Data, Sensitive Personal Data and with such other information as the Administrator may reasonably require in order for the Administrator to fulfil its duties.
- 6.4 Both parties shall, at all times, comply with their respective obligations under the Data Protection Legislation in relation to the Scheme and this Deed. Neither party shall do, nor cause or permit to be done, anything which may result in a breach of the Data Protection Legislation by the other.
- 6.5 Without prejudice to the rest of this clause, the Administrator shall process Personal Data and Sensitive Personal Data in accordance with the Data Protection Legislation, the laws of the United Kingdom, and the provisions of the Seventh Principle of the DPA; and the Trustee's specific lawful written instructions as notified to the Administrator from time to time.

7 Representations and Warranties

- 7.1 Each party warrants and represents that, as at the date of this Deed:
 - 7.1.1 it has full capacity and authority to enter into and to perform this Deed;
 - 7.1.2 this Deed is executed by a duly authorised representative of that party;
 - 7.1.3 once duly executed, this Deed shall be legally binding on the parties.
- 7.2 The Administrator warrants and represents on an ongoing basis that its obligations under this Deed will be performed by appropriately experienced, qualified and competent personnel.
- 7.3 The Trustee warrants and represents on an ongoing basis that it shall notify the Administrator as soon as reasonably practicable if it should be disqualified by law from acting as a trustee of the Scheme or be prohibited or suspended from acting as trustee of the Scheme by an order of the Pensions Regulator.

8. Delegation

- 8.1 The Administrator may subject to notification of the other party delegate, sub-contract or outsource any of its obligations under this Deed to a competent third party or agent including but not limited to delegation of any obligations or duties which relate to tax or the Act which are regulated or enforced by HMRC or the Pensions Regulator; and delegation to a third party to act as "authorised practitioner", within the meaning of that term for the purposes of the Act and in accordance with HMRC requirements.

9. Reliance by the Administrator

- 9.1 The Administrator shall have absolute discretion as to whether it should rely on oral statements or instructions from the Trustee or any third party.
- 9.2 Any communication provided by the Administrator in writing is provided solely for the use of the Trustee. It is not intended to be relied upon by third parties and any third parties to whom any written communication by the Administrator is passed receive it "as is" and at their own risk.

10. Confidentiality

- 10.1 Neither the Trustee nor the Administrator shall disclose any Confidential Information in relation to the other to a third party without prior written consent, save for the following exceptions: disclosures made at the specific request of the other party; disclosure to a party's professional advisers provided that the professional adviser agrees to the same duties of confidentiality as apply under this Deed; disclosure to a Regulator or any government or other authority or any regulatory body; disclosure as a party to legal proceedings of a competent jurisdiction; and disclosure as required by law.

11 Liability

- 11.1 This clause 11 sets out the entire financial and legal liability of the parties to each other in respect of:

- 11.1.1 any breach of this Deed;
- 11.1.2 any representation, statement or negligent act or omission arising under or in connection with this Deed;
- 11.1.3 any act of maladministration relating to the Scheme;
- 11.1.4 any breach of trust or duty pursuant to this Deed; and
- 11.1.5 any other act or omission or breach of law by either party (except where such law states that liability cannot be restricted).

For the purposes of this clause 11, any reference to the Administrator, Trustee or "a party" includes the Administrator's or Trustee's or party's employees, officers, agents, consultants, scheme practitioner and subcontractors.

- 11.2 Nothing in this Deed shall exclude the liability of either party for fraud or death or personal injury or anything else that cannot by law be excluded.

- 11.3 Subject to clause 11.4 and 11.5 each party shall be liable to the other in relation to Loss that one party incurs or suffers as a result of:

- 11.3.1 a breach by the other party of their obligations under this Deed; and
- 11.3.2 a party's negligence, maladministration or breach of trust or duty in connection with this Deed.

- 11.4 Subject to clauses 5.1 and 11.2 and to the fullest extent permitted by law, the Administrator shall not have any legal liability to the Trustee for any Loss whatsoever or however incurred or suffered by the Trustee in respect of any of the following:

- 11.4.1 any inaccuracy or deficiency in any information, data or document provided to the Administrator by the Trustee or any third party; or provided by the Trustee to any third party; or provided to the Administrator by the Trustee or a third party on the Trustee's behalf, and that the Administrator then provides to any other third party on behalf of the Trustee;
- 11.4.2 any delay or failure in the performance of the Administrator's obligations under this Deed resulting from:
 - (i) events beyond the Administrator's reasonable control (for example, an IT or software or systems failure that could not be avoided despite the Administrator's best endeavours); or

- (ii) the acts or omissions of third parties or the Trustee's acts or omissions, including but not limited to delays in providing information to the Administrator or carrying out the Administrator's or the Trustee's instructions;
- 11.4.3 any other acts or omissions of any third party, including:
 - (i) any advice or opinion given to the Trustee by any third party;
 - (ii) the performance or non-performance by any third party of any legally binding Deed between the Trustee and that third party;
- 11.4.4 any acts or omissions undertaken by the Administrator prior to the commencement of this Deed;
- 11.4.5 any other acts or omissions by the Trustee or by any Regulator that result in the Trustee being legally disqualified from being able to act as a trustee of the Scheme or as a director or officer the Scheme's sponsoring employer;
- 11.4.6 any change or clarification in the law that happens after the date on which this Deed takes effect (whether or not it has retrospective effect) and that impacts or affects the definition or regulation or status or tax treatment or advantages or disadvantages or validity of, or the law applicable to, the Scheme;
- 11.4.7 any failure by the Administrator to provide the Trustee with legal advice or tell the Trustee about a change in the law; and / or
- 11.4.8 any report given by the Administrator in good faith to a Regulator.
- 11.5 To the extent that either party has any legal liability to the other party (whether under this Deed or under overriding law) and to the extent that such liability can be limited by law, each party's liability to the other whether in contract, tort (including negligence or breach of statutory duty) misrepresentation, restitution or otherwise shall in all circumstances be limited to the amount of £25,000.
- 11.6 Subject to clause 11.5 the Trustee shall indemnify the Administrator against any Loss incurred or suffered by the Administrator arising from any act or omission for which the Trustee is liable to the Administrator in accordance with this Deed.
- 11.7 Subject to clause 11.5 the Administrator shall indemnify the Trustee against any Loss incurred or suffered by the Trustee arising from any act or omission for which the Administrator is liable to the Trustee in accordance with this Deed.

12 Termination

- 12.1 Each party may terminate this Deed without cause by giving the other party at least 3 months' notice in writing.
- 12.2 Any party may terminate this Deed by giving the other party 1 month's notice in writing at any time throughout the duration of this Deed in the following circumstances:
 - 12.2.1 where that other party has committed a material breach of its obligations under this Deed which is not capable of remedy; or
 - 12.2.2 where that other party has committed a material breach of its obligations under this Deed and where such breach is capable of remedy but that other party has failed to remedy such breach within 1 month of receiving notice specifying the breach and requiring its remedy; or
 - 12.2.3 where in relation to that other party any action, application or proceeding is made with regard to it for

- (i) a voluntary arrangement or composition or reconstruction of its debts;
- (ii) the presentation of an administration petition;
- (iii) its winding-up or dissolution;
- (iv) the appointment of a liquidator, trustee, receiver, administrative receiver or similar officer; or
- (v) any similar action, application or proceeding in any jurisdiction to which that other party is subject except where a resolution by the other party or court order that the other party be wound up is for the purpose of a bona fide reconstruction or amalgamation.

12.3 Where the Administrator wishes to terminate this Deed under clause 12.1, it shall subject to the Deed of a majority of trustees use reasonable endeavours to find a replacement Scheme Administrator to be appointed prior to the expiry of the notice to terminate this Deed. All costs reasonably incurred by the Administrator to comply with this clause 12.3 shall be treated as a disbursement, if a replacement Scheme Administrator is not appointed prior to the expiry of the notice to terminate this Deed, then notwithstanding clause 12.1 and 12.2, this Deed shall continue in full force and effect and the period of notice under clause 12.1 shall be deemed to be extended until the earliest of the date when a replacement Scheme Administrator is validly appointed; or the date when the Scheme is wound up, in accordance with the provisions of the Trust Deed.

12.4 Where the Administrator terminates this Deed under clause 11.1 because:

- 12.4.1 the Administrator reasonably believes or suspects the Trustee to be engaged in criminal or fraudulent activity in relation to the Scheme; or
- 12.4.2 in the Administrator's reasonable opinion, the Trustee is acting unreasonably or obstructively in respect of the appointment of any replacement Scheme Administrator or is preventing the Administrator from complying with its obligations and duties under this Deed or is deliberately failing to comply with its own obligations under this Deed; or
- 12.4.3 there are Fees or Charges that are due and payable and have been outstanding for 12 months or more but which the Administrator has been unable to recover from the Fund or the Trustee, then the Deed shall be terminated on the expiry of the 3 months' notice to terminate given under clause 12.1.

12.5 Nothing under this Deed shall affect the ability of the Administrator or the Trustee to trigger the winding-up of the Scheme in accordance with the Trust Deed.

13 Consequences of Termination

13.1 Any termination of this Deed shall be without prejudice to any rights or remedies a party may be entitled to under this Deed or at law and shall not affect any accrued rights or liabilities of any party nor the coming into or continuance in force of any provision which is expressly or by implication intended to come into or continue in force on or after such termination.

13.2 Where notice to terminate is given the Administrator shall as soon as reasonably practicable:

- 13.2.1 return all Confidential Information of the Trustee to the Trustee in an

acceptable form; and

13.2.2 return all other documents, papers, data or other property of the Trustee relating to the Scheme which is in the Administrator's possession or under its control.

- 13.3 Where notice to terminate is given the Administrator shall provide for the period of the termination notice (including any period of deemed notice under this clause 13.3) such termination assistance as may be reasonably requested by the Trustee to allow the Services to continue without interruption or adverse effect and to facilitate the orderly transfer of the Services to a Successor Administrator ("**Termination Assistance**"). Termination Assistance shall be provided by the Administrator to the Trustee on a disbursement basis agreed in advance.
- 13.4 Notwithstanding any other provision of this clause 13 the Administrator shall be entitled to make such reasonable charge for effecting the transfer of any Scheme assets or concluding any other paperwork that may be necessary to enable the Trustee or any replacement administration service provider to provide services equivalent to the Services or otherwise operate the Scheme.
- 13.5 The Administrator shall use reasonable endeavours to comply with applicable parts of the Pensions Administration Standards Association Code of Conduct on Administration Provider Transfers, but where there is a conflict between the terms of this Deed and the Code, the terms of this Deed shall prevail and failure by the Administrator to comply with the Code shall not be regarded as a material breach of this Deed. The Administrator shall as early as reasonably possible notify the Trustees of any Breach.

14 General

- 14.1 No term of this Deed shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to this Deed and no term of this Deed can be varied by the application of the Contract (Rights of Third Parties) Act 1999.
- 14.2 This Deed is governed and construed in accordance with English Law and the parties submit to the exclusive jurisdiction of the English Courts.
- 14.3 No term or provision of this Deed shall be deemed waived and no breach excused unless the waiver or consent is in writing and signed by the party who has waived the term or provision.
- 14.4 No variation will be made to the Services or this Deed without the prior written consent of all the parties.
- 14.5 No party to this Deed may assign its obligations under this Deed without the other parties' prior written consent (such consent not to be unreasonably withheld or delayed), save that the Administrator may assign this Deed without the other parties' consent to any other group company.
- 14.6 If any provision of this Deed is held to be illegal, invalid or unenforceable in whole or in part, this Deed shall continue to be valid as to its other provisions and the remainder of the affected provision.
- 14.7 No party to this Deed may make any public statement, nor any announcement or disclosure about this Deed without the prior written consent of the other parties (such consent not to be unreasonably withheld or delayed).
- 14.8 This Deed and the documents referred to herein constitute the whole and only Deed between the parties relating to the rights and obligations of the parties between themselves with respect to the subject matter hereof and supersede and extinguish any prior drafts, Deeds, undertakings, representations, warranties and arrangements of any

nature whatsoever, whether or not in writing, relating thereto, save that nothing in this clause 14.8 shall limit or exclude any party's liability for fraud or misrepresentation.

15. **Operative Provisions**

15.1 In accordance with Section 270 of the Act, the Trustees appoint the Administrator to be the administrator of the scheme for the discharge of duties relating to the Scheme which are imposed on the administrator under the Act and the Administrator accepts the appointment.

16. **Effective Date**

16.1 The provisions of this appointment have effect on and from the date of this deed.

SIGNED as a deed, and delivered when dated, by

Registered Scheme Administrator Limited


acting by

Director Signature:
 Name :

Witness Signature :
 Name :
 Address :

SIGNED as a deed, and delivered when dated,
By **Paul Timothy Rothwell** acting by



Witness Signature : 
 Name : *Carol Steel*
 Address : *106 Rose Avenue*
 Upton
 Pontefract
 WF9 1DS

Dated:

Trust Deed
establishing the
Rothwell SSAS

Parties

- 1 **Empire Property Concepts Limited** (company number **06931800** (in this deed called the 'Principal Employer') of 30 Yoden Way, Peterlee, County Durham, SR8 1AL
- 2 **Paul Timothy Rothwell** (in this deed called the 'Trustee') of 1 Garden Lane, Wentbridge, Pontefract, WF8 3HP

Recitals


- (A) The Principal Employer wishes to establish a pension scheme to be known as **Rothwell SSAS** (in this deed called the 'Scheme') intended to qualify as a registered pension scheme for the purposes of Part 4 of the Finance Act 2004.
- (B) The Trustees have agreed to be the trustees of the Scheme.


Operative provisions

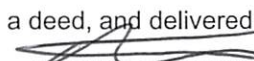
- 1 The Principal Employer establishes the Scheme and appoints the Trustees as the first trustees of the Scheme.
- 2 The Scheme shall be governed by the attached Rules, PROVIDED THAT:
 - 2.1 the power in Rule 3.1 (Power of Amendment) may be exercised by the Principal Employer
 - 2.2 the power in Rule 4.1 (Appointment and Removal of Trustees) may be exercised by deed by the Principal Employer.
- 3 The provisions of this deed shall have effect on and from its date.

IN WITNESS OF WHICH this document is executed as a deed and is delivered on the date stated above.


SIGNED as a deed, and delivered when dated, by
Empire Property Concepts Limited acting by

Director Signature: 
Name : **PAUL ROTHWELL**

Witness Signature: 
Name : **Carol Steel**
Address : **106 Rose Avenue, Upton
Pontefract WF9 1DS**

SIGNED as a deed, and delivered when dated, by
 (signature)

Paul Timothy Rothwell in the presence of:

Witness Signature: 
Name : **Carol Steel**
Address : **106 Rose Avenue, Upton
Pontefract WF9 1DS**



Instruction to your
Bank or Building Society
to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Pension Practitioner .Com
Daws House
33-35 Daws Lane
London
NW7 4SD

Service User Number (SUN)

2 5 0 0 9 9

Name(s) of Account Holder(s)

Empire Property Concepts

Bank/Building Society account number

4 4 7 2 7 7 7 1

Branch Sort Code

6 0 0 6 3 9

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address NATJES7
12 HIGH ST
DONLASTER
Postcode DN11EE

FOR OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.
Important – Please complete these details:

Account Holder(s) Name & Address:

Name:

Address:

Postcode:

Email Address:

Instruction to your Bank or Building Society

Please pay PSL re Pension Practitioner.com Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with PSL re Pension Practitioner.com and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

19/7/17

Reference Number

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This guarantee should be detached and retained by the Payer.

DDI1

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change PSL re Pension Practitioner.com will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by PSL re Pension Practitioner.com or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.