

Glenn Brooks


Annual Review Checklist

The GBC Pension scheme

	Notes	Date	Admin
Annual Review Date	5 th December 2016	3/3/17	ED
Number of assets (including bank account)	3. 1. bank 2. loan account 3. property.	3/3/17	ED
Total value of all assets @ review date	1 - £26,053.26 2 - £748,557.90 3 - 1,619,000.00 Total - <u>£887,501.36</u>	07/3/17	ED.
Is member taking benefits?	yes.	13/03/17	ED
Have we used correct template letter?	yes	13/03/17	ED
Rent up to date?	no Yes	13/03/17	ED
Rent review due date	N/A	_____	_____
Drawdown reviews due?	N/A - flexi-access	_____	_____
Loan repayments up to date?	yes	13/03/17	ED
TPR & ICO correct?	N/A	_____	_____
Contributions up to date and recorded correctly?	N/A	_____	_____
Portal			
Check notes up to date	yes	13/03/17	ED
Check all transfers correct	yes	13/03/17	ED
Are actions up to date?	yes	13/03/17	ED
Is the "stage" correct?	yes	13/03/17	ED
Allocated to correct scheme type?	yes	13/03/17	ED
Allocated to correct scheme name?	N/A	_____	_____
Other			
Cranfords fees charged and paid?	yes	13/03/17	ED
Electronic folder tidy and filed in correct areas?	yes	13/03/17	ED

Email to Barclays
reqsty loan val.

Copy of all APPS and Deeds scanned?	yes	13/03/17	ED
File back scanned if applicable?	N/A	_____	_____
Check all investment returns have been paid	N/A	_____	_____
Have bank details changed? If so have all parties been updated?	yes - updated	13/03/17	ED
Issue a copy of Annual Review to Financial Adviser	yes.	13/03/17	ED
Adviser or introducer fees due?	N/A - Ongoing fee paid	13/03/17	ED
Ask adviser/introducer for invoice	N/A _____	_____	_____


 13/3/17.