

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 16 different event reports that may arise.

We have condensed the information needed 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.

Commencing on 6th April 2010 and ending on 5th April 2011

	Yes	No
1. Did the scheme have any interest in tangible moveable property		☒
2. Did the scheme own or dispose of any shares in the sponsoring employer		☒
3. Did the scheme acquire or own shares in an unquoted company, this excludes the sponsoring employer		☒
4. Did the scheme acquire any assets from a connected party** directly or indirectly		☒
5. Did any member take funds from the scheme - other than as pension income		☒
6. Do you require a trustee meeting. If yes, this will be arranged on receipt of the completed questionnaire	☒	

Notes:

*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.

**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.

In order that we may prepare your benefit statement, we will require the total remuneration, inclusive of dividend income for each scheme member. Please give the name and remuneration below for income in respect of the tax year ending 5th April 2011.

.....
.....
.....
Fund Split in respect of each member:

Name of member:	% of fund
1 LEE STEVENS	 50
2 ROSS STEVENS	 50
3	
4	

Additional Questions:

In relation to compulsory pension schemes for 05/04/2012-

- Do you have two or more salaried employees (excluding directors) at your company? ☒ Yes / ☐ No
- If yes, do you presently provide a pension scheme for them? Yes / ☒ No ish

If you hold commercial property in the pension scheme do you retain current:

- 1. Building insurance? ☒ Yes / ☐ No
- 2. Landlord's liability insurance? ☒ Yes / ☐ No

Scheme Name (please insert this here): MICROCOPY SERVICES LTD D.R.P.

Signed: 

Date: 28/6/11

Please return this form to Pension Practitioner .Com Limited at:
Daws House
33-35 Daws Lane
London
NW74SD

You can also email this form with other paperwork we may have requested you to provide in the cover letter to: admin@pensionpractitioner.com