



Documents or information required for ZICO OTS Ltd Pension Scheme

- 1 A signed and dated paper copy of the complete scheme rules and any executed amendments to the scheme rules.
- 2 A signed and dated paper copy of the completed deed establishing the scheme and any executed amendments to that deed.
- 3 The letter of appointment signed by the trustees appointing you as the scheme administrator with a copy of the agreement signed by you and the trustees, as evidence of your acceptance of the appointment to the role of scheme administrator.
- 4 If the scheme has a bank account, give bank statements from the date of establishment to present.
- 5 If this is intended to be a single member occupational scheme, the full name, address, contact telephone number and National Insurance number of the intended member.
- 6 If there are less than 10 members give the full name, address, telephone number and National Insurance number of each known intended member.
- 7 Give us:
 - details of the target membership
 - original copies of the marketing material
 - details of any web based material
 - the full names, addresses and contact details of the introducers to be used
- 8 Give us:
 - details of each proposed type of investment
 - a copy of the business plan for each proposed investment
 - the full name, address and contact telephone number for each proposed investment provider
- 9 The projected fund value at the end of the first year of the pension scheme's existence.
- 10 Confirm if this pension scheme is intended to be offered for auto enrolment.
- 11 For each employer adhered to the scheme give the following details:
 - full name
 - address
 - contact telephone number
 - number of people employed
 - confirmation of whether they are registered for tax with HMRC
 - PAYE reference
 - VAT reference or a statement that the business is not VAT registered
 - corporation tax reference (if they are a company)
 - partnership tax reference (if they are an LLP or a partnership)
 - self-assessment tax reference (if they are an individual)
- 12 If this scheme is not:
 - an occupational scheme
 - a public service pension schemegive us a copy of the permission under the Financial Services and Markets Act 2000 provided by the Financial Conduct Authority.
- 13 Give the full name, contact address and contact number of all:
 - other persons involved in the administration of this pension scheme, including all trustees
 - persons who provided advice for setting up the pension scheme
- 14 Confirm if this scheme is intended to operate relief at source.