[**https://www.gov.uk/log-in-register-hmrc-online-services**](https://www.gov.uk/log-in-register-hmrc-online-services)

**GG User Id Password**

 **48 27 87 53 76 90 dave12345**

1. Name of the scheme
2. Single trust – **ALWAYS**
3. Which country was inc established in - **United Kingdom ALWAYS**
4. Do you have the working knowledge – **YES**
5. Is investment regulated – **YES**
6. Occupational pension – **YES**
7. Provide benefits – **money purchase benefits - (defined contribution)**
8. What type of benefit**s - other money purchase benefits**
9. Secured by insurance – **NO**
10. Have a UK bank account – **NO**
11. Establisher – **company**
12. Company name – …
13. Do you want to add another establisher – **NO**

***Company Details:***

1. Company number – yes – on Companies House/Vtiger
2. UTR – yes – Vtiger
3. VAT – yes/no - Vtiger
4. PAYE – yes/no - Vtiger
5. Has been dormant in 12 months – **NO**
6. Company address – Postcode
7. Has been used this address for 1 year – check company house and provide both if NO
8. Has been trading for 1 year – **YES**
9. Email address – Vtiger
10. Phone number – Vtiger
11. Directors – **add all from companies house INCLUDING TRUSTEE**

1. Full Name

2. Date of birth

3. NI number

4. Personal UTR number used for self assessment

5. Home address - has been used this address for 1 year

6. Phone Number

7. E-mail address

***Trustee Details:***

1. What kind of trustee – individual

1. Full Name

2. Date of birth

3. NI number

4. Personal UTR number used for self assessment

5. Home address - has been used this address for 1 year

6. Phone Number

7. E-mail address

**Read declarations – agree**

**THE END\***

\*MAKE A SCREENSHOT, EMAIL THE CLIENT, SAVE SUBMISSION REFERENCE NUMBER AND DATE (DOWNLOAD TO HMRC FOLDER ON GDRIVE, LEAVE THE NOTE IN VTIGER, leave the note in the spreadsheet)