alltrust

Small Self Administered Scheme

Takeover Information Form

SECTION ONE - SCHEME DETAILS

Name of Scheme	
Name of Existing Professional Trustee	
Address	
	Post Code
Contact Name	
Daytime Telephone Number (inc STD)	
E-Mail Address	
Name of Existing Actuary (if appointed)	

Is the Scheme Registered?	Yes	No
If ‘Yes’ Pension Scheme Tax Reference (PSTR)		
If ‘No’ Approval Reference		

SECTION TWO - ATTACHMENTS

Copy of Last Actuarial Valuation Report	Attached	☐	To Follow	☐
Copy of Scheme Accounts for last 3 years	Attached	☐	To Follow	☐
Copy of Definitive Trust Deed and Rules and other Scheme Documentation	Attached	☐	To Follow	☐
Details of any further contributions and investments since last Scheme Accounts	Attached	☐	To Follow	☐
Details of all Members of the Scheme, and completion of the Member Information Form	Attached	☐	To Follow	☐
Details of any Members that are currently drawing, or have drawn, pension benefits	Attached	☐	To Follow	☐
Details of all current investments (copy statements etc are required)	Attached	☐	To Follow	☐

Details of any proposed investments	Attached ☐	To Follow ☐
Details of any property investments, including last valuation and copy leases	Attached ☐	To Follow ☐
Details of any loans, including copies of the loan agreements and current balances	Attached ☐	To Follow ☐
Details of Scheme Bank Account and who holds Chequebook	Attached ☐	To Follow ☐
Pension Scheme Reference details, together with details of HMRC Scheme Administrator	Attached ☐	To Follow ☐
Details of Data Protection and Pensions Regulator registrations	Attached ☐	To Follow ☐
Completed alltrust SSAS Corporate Data Form	Attached ☐	To Follow ☐
Completed alltrust SSAS Terms of Business	Attached ☐	To Follow ☐
Letter of Authority to allow alltrust to proceed with Takeover	Attached ☐	To Follow ☐

NEXT STEPS

The next steps are usually as follows:

A. We shall need a signed letter (draft already sent to you) asking us to take the Scheme over. Alltrust Services Limited will then approach the existing Professional Trustee (if one is in place, or alternatively the Practitioner) and Actuary for professional clearance to accept the appointment and to obtain copies of the documents, should these have not previously been provided.

B. When professional clearance and the documents have been obtained, a Deed will be produced to remove the existing Professional Trustee (if one is in place) and appoint Alltrust Services Limited and will need to be executed by all parties.

C. On completion of this Deed, Alltrust Services Limited becomes Professional Trustee and will advise HM Revenue and Customs and other regulatory bodies of the change.

D. At this stage, the mandate for any bank accounts and the title to any investments and property held will be amended. Alltrust Services Limited will be a mandatory co-signatory on all accounts and a co-owner of all scheme assets.