



SSAS

SMALL SELF ADMINISTERED PENSION SCHEME

APPLICATION

www.investacc.co.uk



investAcc

Pension Administration Limited

Contents

Company Information	2
Scheme Information	4
Member 1 Information	6
Member 2 Information	9
Application Checklist	12

If there are more than two members, please photocopy the relevant pages.

Company Information

Company Details:

Sponsoring Employer	
Company Number	Company Year End: (DD/MM)
Registered Office	
	Postcode
Telephone Number	Email Address

Contact Details (if different from above):

Contact Name	
Contact Address	
	Postcode
Telephone Number	Email Address

Accountant Details:

Contact Name	
Accountancy Firm's Name	
Address	
	Postcode
Telephone Number	Email Address

Company Declaration

On behalf of the Sponsoring Employer we agree to establish the Small Self Administered Pension Scheme and enclose with the Application a fully completed Member Information Form for each member invited to join.

We request InvestAcc Pension Administration Limited to provide the necessary documentation to establish the scheme and provide the members with details of their membership on our behalf. They are entitled to charge for this and any other work associated with the establishment of the scheme.

The information provided on this form is correct to the best of our knowledge.

Two directors or a director and company secretary to sign:

Signature		Date
Print Name	Position	

Signature		Date
Print Name	Position	

Scheme Information

Proposed Scheme Name	
Proposed Commencement Date: (DD/MM/YY)	Normal Retirement Age
Scheme Year End (DD/MM)	

All members will be appointed as trustees and InvestAcc Pension Trustees Limited will be appointed Independent Trustee.

Additional Trustee Details: (if any)

Name	
Address	
	Postcode

Name	
Address	
	Postcode

Is InvestAcc Pension Trustees Limited to Act as Scheme Administrator?

Yes No

If No, Scheme Administrator Details:

Name	
Address	
	Postcode
Telephone Number	

Trustee Bank Account Details:

Bank	
Address	
	Postcode

Bank Contact:

Name
Telephone Number

Note: *If not completed our default option will be to open an account with Cater Allen Private Bank.*

Trustee Adviser (IFA) Details:

Adviser Name	
Company Name	
Address	
	Postcode
Telephone Number	Email Address
FSA Authorisation Number	

Money Laundering Requirements:

Applications must be accompanied by documents proving the identity and residency of each Trustee. We require two documents (one from each list) from the list below:

List A

- Current full signed Passport
- Current UK Driving Licence
- EEA Member State ID Card
- Firearms certificate or shotgun licence
- Recent evidence of entitlement to state or local authority benefit, pension, tax credit or educational grant

List B

- Current UK Driving Licence
- HMRC income tax notice
- Utility Bill
- Bank/Building Society Statement
- Mortgage Statement
- Credit card Statement

Member Information (1)

Personal Details:

Title	Forename(s)		
Surname			
Address of Member			
			Postcode
Home Tel. Number		Business Tel. Number	
Mobile Tel. Number		Email Address	
Date of Birth: (DD/MM/YY)		Date of joining company: (DD/MM/YY)	
National Insurance Number			

Marital Status: Single Married Divorced Widowed Co-Habiting

Is the member a Director?

Yes No

Shareholding:

 %

Spouse Details:

Full name of Spouse
Date of Birth: (DD/MM/YY)

Proposed Contributions:

Monthly £ <input type="text"/>	Annual £ <input type="text"/>	Special £ <input type="text"/>
--------------------------------	-------------------------------	--------------------------------

Transfers:

Are you going to transfer your benefits under one or more registered pension schemes into this Scheme?

Yes No

If Yes, please complete the following information. You must also complete a separate ceding scheme Transfer Form for each transfer.

Number of Transfers to be made?	Number of In-specie transfers? (Transfer of existing assets)	Approx. Value £ <input type="text"/>
---------------------------------	---	--------------------------------------

Note: Transfers from other UK registered pension schemes can be paid into the scheme (excluding protected rights which cannot be transferred into a SSAS). Please send us details of the assets you wish to transfer.

Nomination of Beneficiaries

If you wish to nominate who you would like to receive any death benefits in the event of your death, please complete the section below.

I would like the trustees to consider distributing any benefits payable on my death to the following, in the proportions shown:

Full Name	Relationship	
		%
		%
		%
		%

Total: %

I understand that the above is not legally binding and that distribution of death benefits is at the discretion of the trustees of the Scheme.

Should you wish to alter this nomination in the future, please contact us to arrange for an appropriate form.

Declaration

I hereby apply to become a member of the Scheme referred to above and I agree to be bound by the Trust Deed and Rules, as amended from time to time. I declare that the information provided in this application form, and any other documents completed in connection with this application, is to the best of my knowledge and belief, correct and complete.

Data Protection Statement

All the information I give to InvestAcc Pension Administration Limited including transactional data, may be shared with and used by the group of companies to which you belong, your associated companies, service providers or agents who may be located in other countries. I understand that you will ensure that my information is only used for the purposes of the Small Self Administered Pension Scheme of which I am a member and that you will ensure that it is given the levies of protection as required under the UK Data Protection Act.

I agree that my information be used in this way for administration purposes to:

- Provide and run the Small Self Administered Scheme I have applied for and develop and improve your products and services.
- Invite me to take part in your market research surveys.

If I would prefer not to receive up to date information on other products or services or be included in market research, I can tick here

If you give false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by InvestAcc Pension Administration Limited. Law enforcement agencies may access and use this information.

You may also give essential information about me to others if necessary to run my scheme and for regulatory purposes information about me will be kept after my scheme is transferred to another provider or wound up. I understand I have the right to see certain records you hold about me on payment of a fee.

As a trustee I authorise InvestAcc Pension Administration Limited to establish and register the Scheme with HMRC on behalf of the trustees.

I authorise InvestAcc Pension Administration Limited to obtain any information it may require from my employer, any pension provider with which I have benefits, and any other person who may hold information required to administer the Scheme.

Signature	Date
Print Name	

Signed in my capacity as a member and trustee.

Please sign and date this application and return it to:

InvestAcc Pension Administration Limited
Minerva House
Port Road Business Park
Carlisle
Cumbria
CA2 7AF

Member Information (2)

Personal Details:

Title	Forename(s)		
Surname			
Address of Member			
			Postcode
Home Tel. Number		Business Tel. Number	
Mobile Tel. Number		Email Address	
Date of Birth: (DD/MM/YY)		Date of joining company: (DD/MM/YY)	
National Insurance Number			

Marital Status: Single Married Divorced Widowed Co-Habiting

Is the member a Director?

Yes No

Shareholding:

 %

Spouse Details:

Full name of Spouse
Date of Birth: (DD/MM/YY)

Proposed Contributions:

Monthly £ <input type="text"/>	Annual £ <input type="text"/>	Special £ <input type="text"/>
--------------------------------	-------------------------------	--------------------------------

Transfers:

Are you going to transfer your benefits under one or more registered pension schemes into this Scheme?

Yes No

If Yes, please complete the following information. You must also complete a separate ceding scheme Transfer Form for each transfer.

Number of Transfers to be made?	Number of In-specie transfers? (Transfer of existing assets)	Approx. Value £ <input type="text"/>
---------------------------------	---	--------------------------------------

Note: Transfers from other UK registered pension schemes can be paid into the scheme (excluding protected rights which cannot be transferred into a SSAS). Please send us details of the assets you wish to transfer.

Nomination of Beneficiaries

If you wish to nominate who you would like to receive any death benefits in the event of your death, please complete the section below.

I would like the trustees to consider distributing any benefits payable on my death to the following, in the proportions shown:

Full Name	Relationship	
		%
		%
		%
		%

Total: %

I understand that the above is not legally binding and that distribution of death benefits is at the discretion of the trustees of the Scheme.

Should you wish to alter this nomination in the future, please contact us to arrange for an appropriate form.

Declaration

I hereby apply to become a member of the Scheme referred to above and I agree to be bound by the Trust Deed and Rules, as amended from time to time. I declare that the information provided in this application form, and any other documents completed in connection with this application, is to the best of my knowledge and belief, correct and complete.

Data Protection Statement

All the information I give to InvestAcc Pension Administration Limited including transactional data, may be shared with and used by the group of companies to which you belong, your associated companies, service providers or agents who may be located in other countries. I understand that you will ensure that my information is only used for the purposes of the Small Self Administered Pension Scheme of which I am a member and that you will ensure that it is given the levies of protection as required under the UK Data Protection Act.

I agree that my information be used in this way for administration purposes to:

- Provide and run the Small Self Administered Scheme I have applied for and develop and improve your products and services.
- Invite me to take part in your market research surveys.

If I would prefer not to receive up to date information on other products or services or be included in market research, I can tick here

If you give false or inaccurate information and fraud is identified, details will be sent to fraud prevention agencies by InvestAcc Pension Administration Limited. Law enforcement agencies may access and use this information.

You may also give essential information about me to others if necessary to run my scheme and for regulatory purposes information about me will be kept after my scheme is transferred to another provider or wound up. I understand I have the right to see certain records you hold about me on payment of a fee.

As a trustee I authorise InvestAcc Pension Administration Limited to establish and register the Scheme with HMRC on behalf of the trustees.

I authorise InvestAcc Pension Administration Limited to obtain any information it may require from my employer, any pension provider with which I have benefits, and any other person who may hold information required to administer the Scheme.

Signature	Date
Print Name	


Signed in my capacity as a member and trustee.

Please sign and date this application and return it to:

InvestAcc Pension Administration Limited
Minerva House
Port Road Business Park
Carlisle
Cumbria
CA2 7AF

Application Checklist

- Completed Establishment Information
- Identification
- Bank Account Application (if applicable)
- Property Questionnaire (if applicable)
- Loan Questionnaire (if applicable)
- Transfer In Forms (if applicable)



InvestAcc Pension Administration Limited

Minerva House
Port Road Business Park
Carlisle
Cumbria
CA2 7AF
t: 01228 538 988
f: 01228 535 988
e: info@investacc.co.uk

www.investacc.co.uk

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Services Authority.
InvestAcc Pension Administration Limited is registered in England and Wales. Company number 7118349.
InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.

Version 1.0 (November 2011)