

Initial takeover information form

For a Small Self-Administered Scheme

Scheme details	
Full scheme name:	
Pension Scheme Tax Reference (PSTR):	R
Year scheme was set up:	
Current scheme value: $\qquad \qquad \qquad$	
Current SSAS provider (if any):	
Reason for wanting to switch provider and/or appoint Barnett Wadding	nam:
Are any members expecting to transfer their benefits overseas?	Yes No Don't Know
Primary contact details	
Title: Name:	
Address:	
	Postcode:
Telephone:	
Email:	
Member and employer details Number of scheme members:	
People who built up benefits in the scheme in their own name.	
Number of current beneficiaries: People who were provided with a fund share following death of a member Please include scheme members who also have a beneficiary's fund.	or beneficiary.
Number of employers associated with the scheme: 0 1	2 3 4 Other
Full name of the main employer (if any):	
Investment details	
Which bank is used for the scheme's main current account?	
What assets and liabilities does the scheme hold? (tick all that apply)	
Direct holdings of stocks, shares, unit trusts etc.	Loan to a third party
Investment portfolio	Loan to a connected party
Commercial property or land	Shares in sponsoring employer
Residential property	Shares in other connected party
Borrowing	Other (please specify)

Task ID:



Governance and compliance			
Are all members trustees?	Yes	No	Don't Know
Is the scheme registered with The Pensions Regulator?	Yes	No	Don't Know
Are all payments to/from connected parties (such as loan repayments and rent) up to date?	Yes	No	Don't Know
If no, please provide details:			
Is there any tax due to HM Revenue & Customs (HMRC)? Only include income tax and VAT if it is overdue.	Yes	No	Don't Know
If yes, please provide details:			
Are there any returns due to be submitted to HMRC or The Pensions Regulator that are overdulif yes, please provide details:	ie? Yes	No	Don't Know
Are you aware of any issue that could give rise to a tax charge against the Scheme Administrate. This could include unauthorised payments* yet to be reported to HMRC, borrowing above the allowed limits, overpayment of pension, lifetime allowance charges etc. If yes, please provide details:	or? Yes	No	☐ Don't Know
Note: *unauthorised payments are payments not deemed to be authorised under HMRC rules of pension after a member's death, acquisition of taxable property by the scheme, loan to a m not a sponsoring employer in the scheme.			
Documentation to be provided			
Where possible, please provide the following:			
A copy of the latest set of scheme accounts or financial statements	Enclos	sed	To follow
A copy of the latest Trust Deed & Rules	Enclos	sed	To follow

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