

A photograph showing three business professionals in a meeting. On the left, a man with a beard and mustache, wearing a white shirt and a blue tie, is looking towards the right. In the center, a woman with dark hair, wearing a light blue blazer, is smiling and looking towards the right. On the far right, the back of a man's head and shoulder is visible, suggesting he is also part of the conversation. The background is a plain, light-colored wall.

# Hazell Carr Pensions Services (HCPS) SSAS

SSAS Takeover Questionnaire & Investigation Agreement

**If you require this document in another format for ease of reading, please let us know.**

## About Your SSAS

---

- We use the information in this questionnaire to investigate scheme takeover, either as Administrator or Practitioner.
- Please provide as much information as possible and, if you are unsure about anything, please ring our SSAS Team on 01786 434250.

### Scheme Details

---

<b>Scheme Name:</b>				
<b>Number of Members:</b>				
<b>HMRC Registration Number:</b>				
<b>Scheme is still registered</b>	Yes		No	

Note: The number of members should include active members, pensioners and deferred pensioners. Please also ensure that a fully completed Member Questionnaire accompanies this application for each member.

### Current Scheme Provider

---

<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	
<b>Their Reference:</b>	

### Why are you looking to change Scheme Provider?

---

Please summarise the main reasons for this and any outstanding issues/problems with HMRC in the box below.

## Current Scheme Administrator

---

<b>Full Name:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	

<b>Scheme Administrator ID with HMRC:</b>	A								
---	---	--	--	--	--	--	--	--	--

Note: The Scheme Administrator maybe a Trustee, all Trustees, an individual, a professional body or an organisation.

## Principal Employer Details

---

<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Registered Office Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	

If the Trading address and/or the address for correspondence differ from the above, please complete the details below:

<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	
<b>Company Status:</b>	
<b>Nature of Business:</b>	
<b>Company Year End:</b>	
<b>Registration Number:</b>	
<b>Schedule D Tax District &amp; Reference:</b>	
<b>Schedule E Tax District &amp; Reference:</b>	

## Financial Adviser Details

---

<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	
<b>Regulated By:</b>	
<b>Authorisation No:</b>	

If the above Financial Adviser has not been formally appointed as the Investment Adviser, please provide details of the appointed Investment Adviser below:

<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email Address:</b>	
<b>Regulated By:</b>	
<b>Authorisation No:</b>	

### **Summary of Current Scheme Investments**

---

Please provide as much detail as possible on the current scheme investments and their values in the box below. Where appropriate, please also provide copies of any supporting paperwork that you hold that maybe useful to us (e.g. copy bank statements, copy leases, loan agreements, portfolio valuations, share certificates).

Type (e.g. unit trust), Provider, Value, Date of Value.

### **Additional Scheme Paperwork**

---

Although we will contact the current Scheme Provider and / or Administrator, where the Trustees (or any of their Advisers) hold any of the following, please provide us with copies.

Paperwork: Trust Deed, Deeds of Amendment, current rules, formal HM Revenue & Customs notification of Scheme Administrator ID, the last set of Scheme Accounts.

### **HMRC Events & Requirements**

---

Please advise if there have been/are any unauthorised charges; outstanding event reports; any outstanding Pension Scheme Returns (PSR); any outstanding annual returns; any outstanding Accounting for Tax submissions, or any other HMRC requirements that have not been met/are outstanding.

## Principal Employer & Member Trustees' Declaration

By signing below, we agree to Hazell Carr investigating the takeover of the Scheme. We also accept that Hazell Carr will charge for this work on the following basis: -

1. No takeover fees are payable to Hazell Carr in advance.
2. Takeover fees are calculated on a time cost basis at an hourly rate of £75 plus VAT. By way of example, a simple case (e.g. minimal investments, no property investments) would generally produce a takeover fee of approximately £300 plus VAT. A complex case (e.g. property investments, non standard investments) could produce a takeover fee of approximately of £850 plus VAT. These figures are examples only.
3. The takeover fees covered in 2 of this Declaration shall only be payable in the following events: -
  - Hazell Carr rejects any role under the SSAS.
  - Hazell Carr takes on the role of Scheme Administrator or Practitioner but is replaced by another party within 4 years of the date of being appointed as such.
  - Hazell Carr takes on the role of Scheme Administrator or Practitioner and the scheme is wound up within 4 years of being appointed as such.

We wish Hazell Carr to investigate taking on the role ticked below: -

Scheme Administrator:

Scheme Practitioner:

On the basis that Hazell Carr agrees to takeover the Scheme and the ticked role, Hazell Carr will provide the paperwork required to document this.

Where Hazell Carr accepts the role of Scheme Administrator for the Scheme, Hazell Carr will open a Trustees' bank account with Bank of Scotland. This new account will be the main bank account and funds held elsewhere on deposit will be transferred into the Bank of Scotland account. We understand that Hazell Carr will be the sole signatory to the Bank of Scotland account.

We certify that the information provided on this form is correct to the best of our knowledge.

In addition, we authorise any party to release information on our pension arrangements to Hazell Carr upon their request. This authority is to remain in place unless subsequently revoked in writing.

Signatures on behalf of  
The Principal Employer: .....

Print Names: .....

Positions: .....

Date: .....

Member Trustee's Signatures: .....

Print Name: .....

Date: .....

Member Trustee's Signatures: .....

Print Name: .....

Date: .....

## Contacting HCPS

---

HCPS SSAS Department  
Xafinity  
Scotia House  
Castle Business Park  
Stirling  
FK9 4TZ

[www.xafinity.com](http://www.xafinity.com)

Tel: 01786 434250

Email: [SSAS&SIPP@xafinity.com](mailto:SSAS&SIPP@xafinity.com)

Xafinity SIPP Services Limited is authorised and regulated by the Financial Services Authority and its subsidiaries Hazell Carr (ES) Services Limited, Hazell Carr (PN) Services Limited, Hazell Carr (SA) Services Limited and Hazell Carr (SG) Services Limited are Appointed Representatives of Xafinity SIPP Services Limited. Registered Offices. Xafinity SIPP Services Limited (SC069096) and Hazell Carr (SA) Services Limited (SC086807) are registered in Scotland at Scotia House, Castle Business Park, Stirling, FK9 4TZ. Xafinity Pension Trustees Limited (01450089), Hazell Carr (ES) Services Limited (02372343), Hazell Carr (PN) Services Limited (00236752) and Hazell Carr (SG) Services Limited (01867603) are registered in England & Wales at 27 Kings Road, Reading, Berkshire, RG1 3AR. Hazell Carr Pensions Services is a trading name of Xafinity SIPP Services Limited and its subsidiaries. Part of the Xafinity Group.

763XSP(03/11)