

# xafinitySSAS

## Xafinity Pensions Services SSAS SSAS New Scheme Questionnaire



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

# Important

- This document is updated regularly. Please ensure you're referring to the latest document, by checking this with your SSAS Consultant.
- We use the information in this questionnaire to prepare the Trust Deed and Administration Services Agreement and submit the online application to HM Revenue & Customs (HMRC).
- Please provide as much information as possible and, if you're unsure about anything, please ring our SSAS Team on 01786 237050.

## Core SSAS details

### SSAS details

SSAS name	- Retirement Death Benefit Scheme
Number of members	

### Sponsoring Employer details

Company name	
Contact name	
Company status	
Nature of business	
Company year end	
Company Registration Number	
Company VAT Registration Number (if N/A, please provide copy statement confirming the business is not VAT registered)	
Company Corporation Tax Reference (if applicable)	
Company PAYE Reference	
Number of Employees	

## Address

Building name/number

Street

Town

City

Postcode

Telephone number

E-mail address

Are there any other addresses?

If so, please detail (if above is trading address, please detail registered address).


## The SSAS's advisers

### Your financial adviser

Company name	<input type="text"/>
Contact name	<input type="text"/>

### Address

Building name/number	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
E-mail address	<input type="text"/>
Regulated by	<input type="text"/>
Authorisation number	<input type="text"/>

Also acts as investment adviser? (✓)                      Yes                       No\*

*If no, please provide details of appointed investment adviser below.*

### Investment adviser

Company name	<input type="text"/>
Contact name	<input type="text"/>

### Address

Building name/number	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
E-mail address	<input type="text"/>
Regulated by	<input type="text"/>
Authorisation number	<input type="text"/>

# Member Trustees' details

- Please note that all members must be Member Trustees.
- Please copy this page if there are more Member Trustees.

	<b>Member Trustee 1</b>	<b>Member Trustee 2</b>
Full name		
Date of birth		
Address		
Post Code		
E-mail address		
Contact No.		

	<b>Member Trustee 3</b>	<b>Member Trustee 4</b>
Full name		
Date of birth		
Address		
Post Code		
E-mail address		
Contact No.		

	<b>Member Trustee 5</b>	<b>Member Trustee 6</b>
Full name		
Date of birth		
Address		
Post Code		
E-mail address		
Contact No.		

# Proposed Scheme Administrator

- The Scheme Administrator may be one of the following:
  - Xafinity SSAS
  - A Member Trustee
  - All Member Trustees
  - A named individual
  - A professional body or organisation
  - A corporate body
- If Xafinity SSAS or all the Member Trustees are to be Scheme Administrator, please simply complete “Xafinity SSAS” or “All Trustees” below. If it is to be another party, please fully complete the box below with their details.
- Where we’re not appointed as Scheme Administrator, we’ll take on the role of Scheme Practitioner.
- HMRC regulations state that only the Scheme Administrator can register themselves as such and apply for scheme registration online with HMRC. We can guide you through this process.
- All Scheme Administrators must be Fit and Proper persons as defined by HMRC.
- HMRC’s website, <https://www.gov.uk/government/publications/pension-administrators-guidance-on-the-fit-and-proper-person-criteria>, explains what’s involved in taking on the role of Scheme Administrator, including the responsibilities it entails and guidance on the fit and proper person criteria.

Individual or Company name

Contact name (if Company)

## Address

Building name/number

Street

Town

City

Postcode

Telephone number

E-mail address

Company Registration Number  
(if Scheme Administrator is a  
Company)

## Proposed SSAS investments

- Please tell us about the proposed SSAS investments. If you can give as much detail as possible, it will help us quickly identify the paperwork needed to progress the purchase of the proposed investments.

## Sponsoring Employer Declaration

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

Signed: .....  
Print Name: .....  
Position (Director/Company Secretary): .....  
Date: .....

# Member Trustees' Declaration

All Member Trustees must sign this Declaration.

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

Signature: ..... Signature: .....

Print Name: ..... Print Name: .....

Date: ..... Date: .....

Signature: ..... Signature: .....

Print Name: ..... Print Name: .....

Date: ..... Date: .....

Signature: ..... Signature: .....

Print Name: ..... Print Name: .....

Date: ..... Date: .....

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

Phone: 01786 237050

**Xafinity SSAS Department**

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