

xafinitySSAS

Takeover Questionnaire & Fee agreement



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.

Our role & completing this form

- We use this form to collate scheme and member information of your existing SSAS where we've been asked to consider taking on the role of Scheme Practitioner. This information allows us to assess whether we can take on this role.
- Where a change of Scheme Administrator is required, we can help however HMRC regulations state only the Scheme Administrator can register as such and associate us as Scheme Practitioner.
- We will examine all other relevant documents provided to us relating to this SSAS. This is to ensure that we fully understand its membership, the scheme assets and the "share of fund" between all members. This will help us ensure the scheme is administered within HMRC regulations in future.
- If you require any further information on SSAS, the roles involved or the investments possible, please refer to the Member Trustee Guide, available on our website at www.xafinity.com/pages/self-invested-pension-SSAS/SSAS-guides-forms.
- Please provide as much information as possible and, if you're unsure about anything, please ask your Financial Adviser for assistance. If further help is required, please call our SSAS Team on 01786 237050.

SSAS details

SSAS name	<input type="text"/>
Number of members *	<input type="text"/>
Pension Scheme Tax Reference	<input type="text"/>

Is the SSAS still registered with HMRC? (✓) Yes No

** The number of members should include active members, pensioners, deferred pensioners and dependant members.*

Current Scheme Administrator

Full 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"/>

HMRC Scheme Administrator ID	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Note: The Scheme Administrator maybe a Trustee, all Trustees, an individual, a professional body or an organisation.

Scheme Practitioner – *if there is a Scheme Practitioner that is different from the above named Scheme Administrator, please insert their name and address here :*

Sponsoring Employer details*

Company name	
Contact name	
Company status	
Nature of business	
Company year end	
Company registration number	

Correspondence address

Building name/number	
Street	
Town	
City	
Postcode	
Telephone number	
E-mail address	

Notes

1. If there are other, participating, Employers involved please provide details of the company name and address.
2. If there is no active Sponsoring Employer, please insert "No Sponsoring Employer" in the box above.

Your financial adviser

Company name	
Contact name	

Address

Building name/number	
Street	
Town	
City	
Postcode	
Telephone number	
E-mail address	

Also acts as investment adviser? (✓)	Yes	<input type="checkbox"/>	No*	<input type="checkbox"/>
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If no, please provide details of appointed investment adviser below (where applicable).

Investment adviser

Company name	
Contact name	

Address

Building name/number	
Street	
Town	
City	
Postcode	
Telephone number	
E-mail address	
Regulated by	
Authorisation number	

Summary of SSAS members

Please provide as much detail as possible on the SSAS members and their pensions in the box below.

If the scheme has more than 4 members please copy this page.

Details	Member 1	Member 2	Member 3	Member 4
Title				
Full Forenames				
Surname				
Previous Names				
Sex				
Date of Birth	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
National Insurance No	AA123456B	AA123456B	AA123456B	AA123456B
Marital status				
Normal Retirement Age				

Are any members non-UK residents? Yes No Please provide details

Are any members not trustees? Or are any trustees non-members? Yes No Please provide details

Is any member subject to a bankruptcy order? Yes No Please provide details

Please note we will need to carry out identity verification checks (online), and hence may ask for certified copies of certain identity documents where applicable.

Address	Member 1	Member 2	Member 3	Member 4
House number/name				
Street				
Town				
Postcode				
Home phone number				
E-mail*				

**This is important to allow us to contact you quickly with any updates relevant to your SSAS.*

Summary of SSAS members (continued)

Please tell us about any benefits taken from this SSAS.

If the scheme has more than 4 members please copy this page.

SSAS Details	Member 1	Member 2	Member 3	Member 4
Name of employer				
Date of joining service	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Date of joining scheme	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Controlling Director?	Yes/No	Yes/No	Yes/No	Yes/No
Current annual contribution	£	£	£	£
Current uncrystallised* fund value	£	£	£	£
Current crystallised* fund value	£	£	£	£
If applicable, type of Pension Income	Flexi-Access Capped Scheme Pension	Flexi-Access Capped Scheme Pension	Flexi-Access Capped Scheme Pension	Flexi-Access Capped Scheme Pension
MPAAR triggered?	Yes/No	Yes/No	Yes/No	Yes/No
Date MPAAR applied (if applicable)	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
For capped drawdown date of last GAD review.	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
For capped drawdown GAD maximum allowable pension	£ per annum	£ per annum	£ per annum	£ per annum
Total pension drawn in current pension year (Gross)	£	£	£	£

*Uncrystallised means you’ve not taken any benefits. If you have partially crystallised you must complete both sections (uncrystallised and crystallised).

*Crystallised means you’ve taken some benefits from a pension scheme (e.g. tax free cash, pension, annuity or drawdown).

Please provide the following documentation, where relevant:

- The most recent benefit statement.
- A copy of the Lifetime Allowance statements for any applicable events to date.
- A copy of any Death Benefits nominations held. If no nomination is currently held, and you wish to put one in place, we can provide you with a copy of our Expression of Wish form (alternatively this can be located on our website).

Summary of current SSAS investments

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

If you hold more than 10 investments please copy this form to add more investment details.

Type & Name of investment (e.g. property, Unit Trust)	Provider	Current value	Date of valuation	Other comments
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	
		£	DD/MM/YYYY	

Additional SSAS documents

We will also require copies of many of the key scheme documents and we can accept them from the Trustees, your financial adviser or we may need to write to your current SSAS Administrator. We will require copies of the following key documents:

- Trust Deed and current Rules;
- Any “Deeds of Amendment”;
- HMRC notification of Scheme Administrator ID;
- Last set of SSAS accounts / annual review (if available);
- Last 12 months’ bank statements;
- Valuations of any “investment accounts” held
- If commercial property is held – copies of the last valuation report, all leases and all title deeds;
- If the property is “opted to Tax”: copies of scheme VAT registration and property Opt to Tax confirmation
- If there are SSAS Loans: Copies of Loan agreements, summary of loan repayments and balance outstanding;
- Last Pension Scheme Return submitted to HMRC;

HMRC events & requirements

Please let us know if there have been/are any:

Unauthorised payments tax charges	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Outstanding event reports	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Outstanding Pension Scheme Returns (PSR)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Outstanding accounting for tax submissions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Outstanding annual returns	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any other HMRC requirements not met / outstanding	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If any of the above events have occurred, please provide an explanation of the event in the box below

Why do you wish to change SSAS provider?

Please tell us about the main reasons why you wish to change provider, together with any other outstanding issues/problems with HMRC (e.g. if you have answered “Yes” to any of the above questions) in the box below.

Xafinity Fee agreement

- No takeover fees are payable to Xafinity in advance;
- Takeover fees are calculated on a time cost basis at an hourly rate of £100 plus VAT. For example, a simple case (e.g. minimal investments, no properties) could be charged approximately £300 plus VAT. A complex case (e.g. properties, non standard investments) could be charged approximately of £850 plus VAT. These figures are examples only;
- The takeover fees covered by this agreement shall only be payable in the following events:
 - Xafinity rejects any role under the SSAS;
 - Xafinity takes on the role of Scheme Practitioner but is replaced by another party within 4 years of the date of being appointed as such; or
 - Xafinity takes on the role of Scheme Practitioner and the SSAS is wound up within 4 years of being appointed as such;
- Xafinity will charge the “annual administration fee” from the date of appointment. All Annual fees are payable “annually in advance”. A full chargecard is available from the Xafinity SSAS team by calling 01786 237050.

How we use your information

- Should the SSAS takeover proceed:
 - Your Privacy Notice provides the detail behind how we use your information. This Privacy Notice can be found on our website, www.xafinityssas.com. We may make changes from time to time so you should check the latest version of this Privacy Notice occasionally.
 - We take your privacy very seriously and we ask that you read this Privacy Notice carefully as it contains important information on:
 - The personal information we collect about you in relation to the services provided to you throughout the lifetime of your Xafinity SSAS;
 - What we do with your information;
 - Whom we may share you information with; and
 - What rights you have regarding our holding of your information.
- If the SSAS takeover is not completed your information will be destroyed.

Sponsoring Employer & Member Trustees' Declaration

By signing below, we agree to Xafinity investigating the takeover of the SSAS on the following basis:

- We wish Xafinity to investigate taking on the role of Scheme Practitioner. If Xafinity agrees to takeover the SSAS we understand that Xafinity will provide the documentation required to formalise the appointment;
- We agree to pay Xafinity any fees arising as noted on page 10
- Where taking capped drawdown if, at any time, the amount of income selected is above the upper limit, we understand that the affected member will automatically be moved to flexi-access drawdown and be subject to the money purchase annual allowance rules.
- We certify that the information provided on this form is correct to the best of our knowledge; and
- In addition, we authorise any party to release information on our pension arrangements to Xafinity upon their request. This authority is to remain in place unless subsequently revoked in writing.

Signatures

Sponsoring Employer

Signature		
Print name		
Position		
Date of signing	DD/MM/YYYY	DD/MM/YYYY

Member Trustees

All Member Trustees must sign this Declaration. Please copy this page if there are more trustees.

Trustee's signature	
Trustee's name	

Trustee's signature	
Trustee's name	

Trustee's signature	
Trustee's name	

Trustee's signature	
Trustee's name	

Date of signing	DD/MM/YYYY
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www.xafinity.com

SSAS&SIPP@xafinity.com

Phone: 01786 237050

XafinitySSAS Department

Xafinity SIPP Services Ltd

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Stirling FK9 4TZ

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