



## **ASTUTE SSAS SERVICE**

### **SSAS TAKEOVERS**

On taking over as professional Trustee and Administrator of a self-administered pension scheme, Astute Trustee Services Limited require the following documents and information.

#### **Documents**

1. Interim trust deed
2. Definitive trust deed and rules
3. Any other deeds
4. Announcement letters issued to members
5. Application forms completed by members
6. Copy Trustees' Resolution allowing a refund of surplus to the employer beyond 6<sup>th</sup> April 2011.

#### **Actuarial Reports**

7. Initial and any subsequent triennial actuarial reports

#### **Inland Revenue Details**

8. Inland Revenue Questionnaire – completed when the scheme began
9. Pension Scheme Tax Reference
10. PSO approval letter, if applicable
11. Company Corporation Tax District & Reference number (Inspector, not Collector)
12. Pension Registry registration details

## Membership and Administrator Details

13. Current Administrator's Identification Number
14. Details if any Enhanced or Primary Protection or Enhanced Lifetime Allowance applicable to the membership
15. Details of any crystallisation of member's benefits which has occurred to date
16. If benefits are in payment for any of the members, details of the commencement date or last review date and the maximum pension payable at that time.

## Scheme Investments

17. Scheme accounts to date, if applicable
18. Schedule of current assets, including documentation
19. Details of any life assurance policies connected with the pension scheme.
20. Details of Trustees' bank account(s) – copies of the last statements issued

### Notes:

◇ Copy documents will suffice

\* Essential documents; if we do not receive all of these, we may not be able to administer the scheme in accordance with HM Revenue & Customs regulations.

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