JAMES HAY PARTNERSHIP

SSAS TAKEOVERS

On taking over as Professional Trustee and Administrator of a self-administered pension scheme, James Hay Partnership 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 6th April 2011.

ACTUARIAL REPORTS

* 7. Initial and any subsequent triennial actuarial reports

INLAND REVENUE DETAILS

8. Inland Revenue Questionnaire - completed when scheme began

* 9. Pension Scheme Tax Reference

10. PSO approval letter, if available

11. Company Corporation Tax District & Reference number (Inspector, not Collector)

* 12. Pensions Registry registration details

MEMBERSHIP AND ADMINISTRATOR DETAILS

13. Current Administrator's Identification Number

14. Details of 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.

James Hay Partnership is the trading name of James Hay Insurance Company Limited (JHIC) (registered in Jersey number 77318); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 07259308); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); PAL Trustees Limited (PAL) (registered in England number 01666419); IPS Pensions Limited (IPS) (registered in England number 2601833), Union Pension Trustees Limited (UPT) (registered in England number 02634371), Union Pensions Trustees (London) Limited (UPTL) (registered in England 01739546) and The Santhouse Pensioneer Trustee Company Limited (TSPTCL) (registered in England number 01670940). JHIC has its registered office at IFG House, 15 Union Street, St Helier, Jersey, JE1 1FG. JHPT, JHAC, JHWM, JHWNC, IPS Plc, IPS and TSPTCL have their registered office at Trinity House, Buckingway Business Park, Anderson Road, Swavesey, Cambs, CB24 4UQ. PAL and UPT have their registered office at Queen Square House, 18-21 Queen Square, Bristol, BS1 4NH. UPTL has its registered office at Boundary House, 91-93 Charterhouse Street, London, EC1M 6HR. JHIC is regulated by the Jersey Financial Services Commission and JHAC, JHWM, IPS Plc and IPS are authorised and regulated by the Financial Services Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FSA. Therefore, IPS Pensions Limited and The IPS Partnership Plc are not regulated by the FSA in relation to these schemes or services.