

SSAS Unquoted Share Resolution (Top ups only)

Important notes

This resolution should be completed if all Member Trustees are in agreement that the SSAS should purchase unquoted shares in a particular company as an investment. It should be read in conjunction with the Unquoted Shares Guidelines and a corresponding Unquoted Shares Questionnaire should also be completed and sent to James Hay Partnership.

Please complete this form in BLOCK CAPITALS and black ink and return it to James Hay Partnership, Dunn's House, St. Paul's Road, Salisbury, SP2 7BF. If you require any assistance please call the SSAS Team on 03333 205392.

The Member Trustee(s) of the (pension scheme name)

hereby agree and resolve in accordance with their powers under the trust documentation of the pension scheme, that assets of the fund shall be invested by purchase of shares in

(name of unquoted company) hereafter referred to as 'Investment'.

1. Investment powers and duties in relation to pension scheme assets are delegated under the trust documentation to the Member Trustees.
2. In addition to any indemnities conferred on them by law or under the trust documentation, the Professional Trustee named in the documentation (also known as the Independent Trustee) and all companies within James Hay Partnership are not liable for any act or omission (including the act of delegation or sub-delegation) of the Member Trustees or their advisers or their delegates or sub-delegates in relation to the exercise of the powers referred to in 1 above.
3. The Member Trustee(s) indemnify/(ies) the Professional Trustee and all companies within James Hay Partnership against any claims, costs, actions or demands in relation to the unquoted shares referred to in 1 above, exercise of these delegated powers and duties to the Member Trustee(s).
4. Dividends shall be paid to an account held in the names of the Trustees of the pension scheme.
5. The Member Trustee(s) confirm that the Professional Trustee and any company within James Hay Partnership will not be liable for any unauthorised payment charge, unauthorised payment surcharge, scheme sanction charge or other tax charge or penalty imposed by HM Revenue & Customs in connection with the Investment.
6. The Member Trustee(s) accept responsibility for ensuring dividends are paid and James Hay Partnership is informed of any unauthorised payment made in connection with the Investment in an expedient and timely fashion.
7. The Member Trustee(s) agree and accept that the liability of the Professional Trustee and any company within James Hay Partnership in connection with the Investment shall be limited to the extent of the assets of the pension scheme.
8. The Member Trustee(s) hereby confirm that the Notes for Guidance on Pension Scheme Investment in Unquoted Shares¹ have been read, and acknowledge that the Professional Trustee and James Hay Partnership will place reliance on this guidance.

¹ Available from the literature section of the James Hay website at www.jameshay.co.uk

All member trustees to sign below

If there are more than six member trustees, please photo-copy this page, if required, to ensure that it is signed by all member trustees as James Hay Partnership require unanimous written agreement.

Signed

Name

Date

Signed

Name

Date

Signed

Name

Date

Signed

Name

Date

Signed

Name

Date

Signed

Name

Date

We are able to provide literature in alternative formats. For a Braille, large print or audio version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)