

Information Required for Secured Loans to Unconnected Parties

(For James Hay Modular iSIPP and Partnership SIPP)



Application guide

Please note that we will not consider new Secured Loans from SIPPs. This document is for top ups to existing loans only.

Please complete the following questions and sign the declaration at the end.

Please see our Guidance Notes for Loans from SIPPs for the full criteria the loan must meet. In particular please note that:

- We will only make loans to a limited company or a partnership with 4 or more partners. We will not make loans to individuals or partnerships with 3 or less partners.
- Loans must be secured. Please note that the security cannot be residential property and any other form of taxable property.
- Loans must be for a minimum of £25,001.
- The aggregate value of all loans must be for no more than 50% of the value of the SIPP when the latest loan is granted. The value of the loan must be for no more than 75% of the value of the security.

The following documentation must be provided in order for the unconnected loan to be considered to a company. If the loan is to a partnership of 4 or more partners the documentation required is outlined in question 17.

Please tick (✓) that the required documents have been provided if an unconnected loan is being made to a company.

- | | |
|---|--------------------------|
| Company Prospectus or Company Brochure | <input type="checkbox"/> |
| A copy of the Memorandum and Articles of Association | <input type="checkbox"/> |
| Independent valuation of the security | <input type="checkbox"/> |
| Director's Statement (The template is available in the Specialist Investment section of our website - www.jameshay.co.uk). | <input type="checkbox"/> |
| Loan Repayment Schedule | <input type="checkbox"/> |

Please advise whether you and connected parties are a shareholder in the company that you are intending to loan to.

Additional documentation required

Business trading more than 2 years

- Copies of last 2 years financial accounts
- Accountant's Letter - see below.
- Copy of Financial Adviser recommendation if via a Financial Adviser

Business trading less than 2 years but not a start up

- Copies of all financial accounts produced - if no financial accounts available a copy of the Company Business Plan
- Accountant's Letter - see below.
- Copy of Financial Adviser recommendation if via a Financial Adviser

Start up business

- A copy of the Business Plan
- Accountant's Letter - see below.
- Copy of Financial Adviser recommendation if via a Financial Adviser

Accountant's Letter

The company or partnership's Accountant is required to reproduce and sign on his/her firm's headed paper the following statement:

I confirm that:

- the business is currently trading or has been established solely for the purpose of a legitimate commercial trading activity,
- the business has to the best of my knowledge never been involved in, or has not been established for, the purpose of pension liberation,
- to the best of my knowledge there is nothing about the company's business activities that could conflict with the loan being made by the SIPP (delete if a partnership),
- to the best of my knowledge none of the company directors or partners (delete as applicable) are involved in any activity that could result in either the SIPP member or James Hay Partnership being subject to an unauthorised payment tax charge under the Finance Act 2004.

Signature

Print name

Date

D	D	M	M	Y	Y	Y	Y
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1 SIPP details

Applicant to complete

SIPP member's name

SIPP Number

2 Borrower details

Applicant to complete

Borrower name

Borrower registered address

Postcode

A brief description of the company's/partnership's trade or business

How long has it been trading? Years Months **2a Names and addresses of directors and shareholders or partners**

Applicant to complete

Directors and shareholders if the Borrower is a company, or partners if the Borrower is a partnership

Director/Shareholder/Partner One

Name

Address

Postcode

Director/Shareholder/Partner Two

Name

Address

Postcode

Director/Shareholder/Partner Three

Name

Address

Postcode

Director/Shareholder/Partner Four

Name

Address

Postcode

If more than 4 please attach a separate sheet.

2b

Applicant to complete

How did the SIPP member become aware that the Borrower wished to borrow money?

Purpose of the loan

Please advise whether there is any connection whatsoever between the Borrower (and its shareholders/directors/partners) and

- the SIPP member
- any relative of the SIPP member
- any relative spouse or associate of the SIPP member
- any companies to which the SIPP member is connected
- any other connection between the Borrower and the SIPP member as defined under section 839 of the Income and Corporation taxes Act 1988.

Please advise whether you and connected parties are a shareholder in the company that you are intending to loan to. If there is any connection please give details

Please advise whether you, your company or business, the company that employs you or any other family members have any formal or informal arrangement with the Borrower whereby the Borrower has loaned money to, or invested with you, your company or business, the company that employs you or any other family members.

If there is any such agreement, please give details

Borrower's Corporation Tax District (Inspector)

Reference number

2b (cont.)

Applicant to complete

Borrower's bank account details to arrange payment:

Bank or building society

Branch address

Postcode

Sort code

Account number

Account name

3 Loan details

Applicant to complete

Amount of the Loan

 £

Term of the Loan

(Maximum of 5 years)

Interest Rate

 %

(Must be at commercial rates)

Repayment Terms

Amount

 £

Frequency

Details of security and the value.

4 Additional information

Applicant to complete

Name of the valuer who will provide the valuation of security provided

Valuer registered address

Postcode

Telephone number

Documentation required to assess the loan. **Note: we will not be able to proceed with the loan without these:**

- (a) If the borrower is a company please provide the documentation highlighted at the beginning of the loan questionnaire.

If loaning to a partnership, then for each partner we would need:

- Copy of current passport or driving licence
- Copy utility bill not more than 3 months old, showing name and home address.

- (b) Valuation of the security being offered in connection with the loan.

5 Declaration

Applicant to complete

- (a) I confirm that the information provided herein is correct and that I have read and accepted James Hay Partnership's Guidance Notes for Loans from SIPP's, and have raised any queries with James Hay Partnership, or my professional advisers, in order to accurately complete the details required.

- (b) I confirm that the information provided in this questionnaire is true and accurate and can be used by James Hay Partnership (JHP) for the purposes of investment made by a registered pension scheme of which they act as Administrator/Trustee.

- (c) I agree that JHP 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 this investment.

- (d) I accept that in addition to any indemnities conferred on JHP by law, JHP will not be liable for any act or omission by me in relation to this investment.

- (e) I agree to indemnify JHP against any claims, costs, actions or demands in relation to this investment.

- (f) I accept that the liability of JHP in connection with this investment shall at all times be limited to the value of the assets held within my SIPP, save where JHP acts in breach of trust or the firm's liability results from the wilful default, negligence or fraud on the part of its officer(s) or employee(s).

Signature

Print name

Date

Should you have any queries or require any further information then please do not hesitate to contact me on 03333 206 182.

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 Insurance Company Limited (JHIC) (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). JHIC has its registered office at 3rd Floor, 37 Esplanade, St Helier, Jersey, JE2 3QA. 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. JHIC is regulated by the Jersey Financial Services Commission and 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.(06/17)

www.jameshay.co.uk