THE IPS PARTNERSHIP

SSAS TAKEOVERS

On taking over as professional trustee and Administrator of a self-administered pension scheme, IPS 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

ACTUARIAL REPORTS

* 6. Initial and any subsequent triennial actuarial reports

INLAND REVENUE DETAILS

7. Inland Revenue Questionnaire - completed when scheme began

* 8. Pension Scheme Tax Reference

9. PSO approval letter, if available

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

* 11. Pensions Registry registration details

MEMBERSHIP AND ADMINISTRATOR DETAILS

12. Current Administrator's Identification Number

13. Details of any Enhanced or Primary Protection or Enhanced Lifetime Allowance applicable to the membership

14. Details of any crystallisation of member's benefits which has occurred to date

15. If Unsecured or Alternatively Secured Pension is in payment for any of the membership, details of the commencement date or last review date and the maximum pension payable at that time.

SCHEME INVESTMENTS

16. Scheme accounts to date, if applicable

* 17. Schedule of current assets, including documentation

* 18. Details of any life assurance policies connected with the pension scheme

* 19. Details of Trustees' bank account(s) – copies of the last statements issued

Notes:

- Copy documents will suffice
- Essential documents; if IPS does not receive all of these, we may not be able to administer the scheme in accordance with HM Revenue & Customs regulations.