

# SSAS Takeover Checklist

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Where item is marked with \* please attach copy documentation. *Please note, if this is not provided it may delay the takeover process*

Item	Copy Documentation Provided? *	Transferring Scheme Details & Comments
<b>Scheme Details</b>		
Scheme name		
PSTR number*		
Scheme administrator name & address		
Pension input period		
Pensions Regulator reference number and proof of registration*		
Data Protection & security number including proof of registration*		
<b>Scheme Valuation</b>		
Latest overall scheme valuation		
Valuation as at last 5 <sup>th</sup> April		
<b>Documentation</b>		
All existing deeds – who holds the originals?*		
Expression of wish form		
<b>Bank Account</b>		
Bank name & address		
Account number & sort code		
Copy of bank mandate*		
Who are the authorised signatories?		
Statements dated from beginning of previous tax year*		

Westerby and Westerby The Pension Specialist are trading styles of Westerby (Holdings) Limited (02381856) and its subsidiaries comprising Westerby Pension Administration Limited (11210140), WPA Trustees Limited (11251055), and Westerby Trustee Services Limited (02562924), all registered at The Crescent, King Street, Leicester, LE1 6RX.

Tel: 0116 326 0183 Fax: 0116 253 9730 www.westerby.co.uk

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<b>Property</b>		
Purchase date		
Purchase price		
Vendor details (connected/unconnected)		
Copy TR1* – who holds the originals?		
Copy environmental reports & asbestos survey*		
Copy lease(s)* (connected/unconnected tenant)		
Copy of latest valuation*		
Are there rental arrears? If so, please provide details		
Insurance details & copy schedule*		
Please confirm if a preferred Solicitor is to be appointed for re-registration of the property <i>(please note fees will vary dependent upon the firm used)</i>		
<b>VAT</b>		
VAT number		
Copy of VAT and opt tax certificates – who holds the original?*		
Who completes the returns?		
VAT return period		
<b>Scheme Borrowing</b>		
Lender & address		
Borrowing account details*		
Copy facility letter*		
Confirmation of 1 <sup>st</sup> legal charge*		
All statements from beginning of previous tax year*		

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<b>Loan</b>		
Connected or third party?		
Loan documentation & security value*		
Outstanding balance		
Copy of latest invoice*		
<b>Other Assets</b>		
Policy numbers and details*		
Latest values and subsequent transactions*		
<b>Member Details</b>		
Fully completed Westerby application forms for members and employer*		
Do the members hold any form of protection?		
Is there life-cover within the scheme for any members?		
Contribution and transfer history*		
Current/latest fund split AND split as at previous 5 <sup>th</sup> April*		
<b>Drawdown Details</b>		
Benefit crystallisation certificates & latest annual Standard Lifetime Allowance Statement*		
Details of Pension Commencement Lump Sum already taken		
Confirmation of next review date		
Are any members taking regular pension? If so, please provide details of dates and frequency*		

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Are Westerby to operate the PAYE?		
Tax code for members*		
<b>HMRC</b>		
Copy of last Registered Pension Scheme Return*		
Copy of last tax return (if applicable)*		
Please provide a full history of any event reports (if applicable)*		
Are any event reports pending or due to be submitted?		

## Declaration

I hereby declare that all information provided is true and correct and can be relied upon by Westerby

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Position (please circle): **Member Trustee** / **Professional Trustee** / **IFA** / **Administrator**

## Important Notes – Please Read:

1. All the above information is required in order for us to commence work and accept appointment to The Scheme.
2. Whilst we can approach the outgoing Trustee/Administrator for information, you should be aware that they may make a charge for any information that they are asked to provide and will require written authority to release information to Westerby
3. Please note that until the relevant fee agreement with Westerby we shall not commence any work on the takeover of the scheme.

WTSL/SSAS/TC/IJ/MAY2019

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