

SSAS Takeover Checklist

Page | 1 of 4

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
Scheme Details		
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*		
Scheme Valuation		
Latest overall scheme valuation		
Valuation as at last 5 th April		
Documentation		
All existing deeds – who holds the originals?*		
Expression of wish form		
Bank Account		
Bank name & address		
Account number & sort code		
Copy of bank mandate*		
Who are the authorised signatories?		
Statements dated from beginning of previous tax year*		



SSAS Takeover Checklist

Page | 2 of 4

Property		
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>		
VAT		
VAT number		
Copy of VAT and opt tax certificates – who holds the original?*		
Who completes the returns?		
VAT return period		
Scheme Borrowing		
Lender & address		
Borrowing account details*		
Copy facility letter*		
Confirmation of 1 st legal charge*		



SSAS Takeover Checklist

Page | 3 of 4

All statements from beginning of previous tax year*		
Loan		
Connected or third party?		
Loan documentation & security value*		
Outstanding balance		
Copy of latest invoice*		
Other Assets		
Policy numbers and details*		
Latest values and subsequent transactions*		
Member Details		
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 th April*		
Drawdown Details		
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*		



SSAS Takeover Checklist

Page | 4 of 4

Are Westerby to operate the PAYE?		
Tax code for members*		
HMRC		
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 Trustee Services Limited.

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 Trustee Services Limited.
3. Please note that until the relevant fee agreement with Westerby Trustee Services Limited has been signed, we shall not commence any work on the takeover of the scheme.

WTSL/SSAS/TC/MF/FEB2017

