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## Winding Up Process

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**Stacy Lunnon** <stacyl@pensionpractitioner.com>

18 April 2018 at 10:46

To: Amanda McLardie <amanda@damgoodwealth.com>

Cc: Esther S <esther@pensionpractitioner.com>

Hi Amanda,

Thank you for confirming. What do the Trustees intend to do with the assets in the Scheme? Are they intending to transfer the assets out to another arrangement? From the last set of pension scheme accounts provided for the year ending 05 April 2017 I note that the assets comprise of Equities, Property, a loan and cash at bank.

If the Trustees wish to proceed with the wind up of the SSAS we require the following:

A letter of instruction / email to instruct the wind up of the Pension Scheme

An explanation as to where the assets are to be transferred to

We are not party to any of the assets currently held in the Scheme and therefore it is the duty of the Trustees to re-register or re-designate the assets to the new provider (if this is the intention)

Once we have confirmation that all of the assets have been transferred out, we would draw up the following Deeds and documentation to facilitate the wind up:

Deed of Termination - to be signed by the Trustees

Deed of Removal of Practitioner - to be signed by the Trustees

Trustee Resolution outlining the decision of wind up - to be signed by the Trustees

On receipt of the signed documents we would proceed with the wind up by:

Submitting the outstanding 2018 pension scheme tax return to HMRC - to do this we would require the year end accounts for 05 April 2018

Submitting a HMRC Event Report to file the wind up documentation

Completing The Pensions Regulator Return and filing the wind up documentation

The wind up fee is £825. I note that your email address has changed, have you changed Companies?

Kind regards,  
Stacy Lunnon

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