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**Submission ref** 00810314RM/R  
**CFS-**  
**Date** 27 February 2014

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## We need some more information

### John Garvey Pension Scheme

Thank you for your application to register the pension scheme named above under the Finance Act 2004.

Before we can register the scheme we need you to send us the following.

- 1 A signed paper copy of the scheme rules for John Garvey Pension Scheme.
- 2 A signed paper copy of the trust deed for John Garvey Pension Scheme.
- 3 Paper copies of any documents that you intend to give to prospective members of the scheme.
- 4 Details of how the scheme funds will be invested. If transfers are being placed on account, details of the investments the trustees are considering.
- 5 Details of the scheme membership. For example, will it be open to non-employees?  
(Occupational schemes only)
- 6 Details of the nature of the scheme establisher's business. For example, is the employer trading?
- 7 If the scheme establisher is an individual, their full name, address and National Insurance number.
- 8 The number of people employed by the scheme establisher.
- 9 The corporation tax reference of the employer.
- 10 The VAT registration number of the employer.
- 11 If this is a personal pension scheme, a copy of the permission under the Financial Services and Markets Act 2000 provided by the Financial Conduct Authority.
- 12 If the pension scheme is marketed to individuals who are not employees of the scheme establisher:
  - details of the target audience
  - original copies of the marketing material
  - details of any web based material
  - names of the introducers to be used
- 13 A list of all other registered pension schemes where you are, or have previously been, scheme administrator.

We will need to keep all of the documents you send us so please make sure you keep any copies you need for your own records.

When you have provided this information we will write to you and let you know our decision in respect of your application. If we need more information in order to reach a decision, we will write to you and tell you what we need. If you do not send this information within 45 days of the date on this notice, we will reject your application.

**Your rights and obligation**

'Your Charter' explains what you can expect from us and what we expect from you. For more information go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter)

Kirsty Allsopp  
HMRC Pensions