

Energy Control and Optimization  
Keith Trubshaw  
14 St Johns Street  
BRIDGNORTH  
WV15 6AG

**Pension Schemes Policy**  
FitzRoy House  
Castle Meadow Road  
Nottingham  
NG2 1BD

**Phone** 03000 519617  
Monday to Friday 9am to 5pm  
**Fax** 03000 564567  
**Date** 25 October 2013

## We need some more information

We have received a request to confirm the registration status of your scheme in order to assist a transferor scheme in deciding whether or not a transfer should be made.

Before HM Revenue & Customs (HMRC) can respond we need to be satisfied that your scheme does not indicate a significant risk of the scheme being set up or being used to facilitate pension liberation. On page 2 we have identified potential liberation indicators that we believe are displayed by this scheme.

In order for us to consider your scheme further, please send us the following.

- 1 An original copy of the scheme rules for The Keith Trubshaw SSAS.
- 2 An original copy of the trust deed for The Keith Trubshaw SSAS.
- 3 Original copies of any documents that you have given or intend to give to 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?  
(Occupational Schemes only)
- 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. (Occupational Schemes only)
- 10 The VAT Registration Number of the employer. (Occupational Schemes only)
- 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.

If you do not send this information by 9 December 2013, we will respond to any requests to confirm the registration status of this scheme, informing them that we are unable to provide the confirmation they are requesting.

Kirsty Allsopp  
HMRC Pensions

### **Potential pension liberation indicators identified by HMRC**

The scheme demonstrates one or more of the warning signs set out in The Pension Regulator's pension liberation fraud awareness leaflet.

One or more of the names of the scheme/administrator/establisher/practitioner causes concern.

### **Your rights and obligations**

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