F.A.O BRAD.

PLEASE ADVISE ME REGARDING THE LETTER FROM BARCLAYS.

BEST REGARDS,

KEITH

BARCLAYS

Stockbrokers

Tay House
300 Bath Street
Glasgow
G2 4LH

Keith Vanessa Hickman Pen Sch
C/o Mr Keith Hickman
74 Gospel End Road
Dudley
West Midlands

DY3 3YT

Date As Postmarked

Dear Sirs,

Important information about your Pension Trader Account (SSAS) – your action is required

As you'll be aware, in the Chancellor's budget statement of 19 March 2014, it was announced that all SSAS schemes must have administrators that are 'fit and proper' by 1 September 2014. We have attached a factsheet to this letter that gives more information. Full details can be found at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/293303/pl-budget14.pdf

In response to the above, Barclays Stockbrokers has taken the decision that we will only provide custody and dealing services to schemes that have an independent scheme administrator and/or a special trustee who are recognised providers of pension services. Additionally, one of these parties is required to hold co-signatory authority in respect of investment services and money movement.

At the time of writing, we do not seem to have heard from you with details of either your professional administrator or Trustee.

Also, as part of a regular review, we have made changes to our terms and conditions which are effective from 1 October 2014, so we need to ensure that all parties are aware of the latest terms.

Actions required.

1. **New terms and conditions for Pension Trader Account (SSAS)**
   You can access a copy of the new terms at **www.BarclaysStockbrokers.co.uk/PTAterms.**
   along with a summary of the changes. Hard copies can be provided on request. No acknowledgement of this action is required.

2. **Confirmation of SSAS scheme data**
   Please arrange for the SSAS application form to be fully completed by all parties and returned to us in the enclosed reply-paid envelope. In particular, please ensure that details of the professional administrator are included. For the avoidance of doubt, we require this party to be an entity regulated by the FCA for pension services, as set out above.

   Copies of the application form can be downloaded from our website **www.BarclaysStockbrokers.co.uk/PTAterms**
   Hard copies are available on request.

Please note that we require all forms to be fully completed, signed and returned to us by 31 August 2014. We may place restrictions on those accounts where we do not receive a fully completed and signed form by 31 August 2014.

BARCLAYS

Stockbrokers

Tay House
300 Bath Street
Glasgow
G2 4LH

Barclays Stockbrokers
Factsheet – Independent Administrator (SSAS)

Pensions Liberation is the term used to describe activities where the integrity and fairness of the pension tax framework, (relief on contributions and fund accumulation in exchange for taxed benefits), is innocently or deliberately compromised through unstructured payments and transfers.

From 1 September 2014, all SSAS must have their scheme administrator provided by a person or business that satisfies a "fit and proper" test. Failure will result in penalties being levied by HMRC and the potential de-registration of the scheme, resulting in a 40% fund charge.

Why the change?

The Government requires the provision of scheme administration to be conducted by skilled and knowledgeable pension specialists who oversee tax reporting and the movement of pensions assets. To fulfil this task, it is expected that the appointed person will be a co-signatory on the trustee bank accounts, contracts and agreements.

A scheme administrator's duties include:

- Registering the pension scheme with HMRC
- Operating tax relief on contributions
- Disclosing reportable events to HMRC
- Deducting and remitting tax to HMRC
- Providing information to scheme members.

What is 'fit & proper'?

To be fit and proper, the scheme administrator is required to be fully familiar and have a working knowledge of pensions and pensions legislation and be fully capable of assuming the significant duties, responsibilities and liabilities of the required duties. They are also tasked with providing information to scheme members and others regarding annual allowances, lifetime allowance, benefits and transfers.

Furthermore, if the scheme administrator has anything in the past that would suggest they are not capable of financial management, HMRC may determine them as not 'fit & proper'.

What this means for your scheme

In response to the above, Barclays Stockbrokers has taken the decision that we will only provide custody and management services to schemes that have an independent scheme administrator and/or a special trustee who are recognised providers of pension services. Additionally, one of these parties is required to hold co-signatory authority in respect of investment services and money movement.

Therefore, the application form mentioned in the covering letter must be completed and returned to us by 31 August 2014 to verify who will be performing these functions. The document also captures their communication requirements and signed acceptance of our investment service provisions.

If your scheme does not have a special trustee or an independent scheme administrator, we will no longer be able to provide services and will restrict activity on your account and may seek to liquidate assets and return monies to the Trustee Control Account.

What happens next?

After you have forwarded the completed document to us, we will update our records accordingly.

Item Ref: IBIM0546_LER. December 2013

Please call our helpdesk on 0207 574 3199* if you have any questions. Thank you in advance for your help and co-operation.

Alastair Thaw
Director, Barclays Stockbrokers

*Call costs may vary, please check with your telecoms provider

Small Self Administered Scheme (SSAS) Trading Account

Please fill in the details we ask for (apart from those that are clearly not applicable).

The Trustee(s) must complete and sign this application form.

Please return your completed form to: High Value Servicing Team, Barclays, Tay House, 300 Bath Street, Glasgow, G2 4LH.

Barclays Stockbrokers can only accept applications from HM Revenue & Customs (HMRC) registered schemes.

Please complete in BLOCK CAPITALS.

Section 1 – Scheme name

Scheme name

Scheme correspondence address

Postcode

HMRC registration number

Please note we require a certified copy of the Acknowledgement of Registration issued by HMRC.

The Correspondence address will receive details of transactions and corporate actions. All Sterling assets will be held on behalf of the Trustee(s) as the legal owner(s) within our nominee account and monies will only be accepted or remitted in accordance with Trustee's instructions.

Section 2 – Employer

Company name

Registered office address

Postcode

Nature of business

Industry in which the company operates

Countries in which the company trades (if outside the UK)

Countries in which the company operates (if outside the UK)

Company registration number

If Regulated – FCA registration number

Section 3 – Professional Trustee details (if applicable)

Title

Name

Address

Postcode

Contact person(s)

FCA or HMRC registration No.

Phone number

Email address

If Professional Trustee is an individual, please complete below

Title

Name

Address

Postcode

Phone number

Email address

National Insurance no.

Please tick this box if you do not have a National Insurance no.

Do you pay Income Tax? Yes No

Which country are you resident in for tax purposes?

Nationality

Date of birth / /

Section 4 – Administrator details (if applicable)

Company name

Company address

Postcode

Contact person(s)

Company number (if applicable)

FCA or HMRC registration No.

Phone number

Email address

If the administrator is a Trustee, please complete below

Title

Name

Address

Postcode

Phone number

Email address

National Insurance no

Please tick this box if you do not have a National Insurance no.

Do you pay Income Tax? Yes No

Which country are you resident in for tax purposes?

Nationality

Date of birth / /

Section 5 – Trustee(s) details

Trustee

Title

Name

Permanent residential Address

Postcode

Contact person(s)

Phone number

Email address

National Insurance no.

Please tick this box if you do not have a National Insurance no.

Do you pay Income Tax? Yes No

Which country are you resident in for tax purposes?

Nationality

Date of birth / /

Trustee

Title

Name

Permanent residential Address

Postcode

Contact person(s)

Phone number

Email address

National Insurance no.

Please tick this box if you do not have a National Insurance no.

Do you pay Income Tax? Yes No

Which country are you resident in for tax purposes?

Nationality

Date of birth / /

Trustee

Title

Name

Permanent residential Address

Postcode

Contact person(s)

Phone number

Email address

National Insurance no.

Please tick this box if you do not have a National Insurance no.

Do you pay Income Tax? Yes No

Which country are you resident in for tax purposes?

Nationality

Date of birth / /

Section 5 – Trustee(s) details (continued)

Trustee

Title

Name

Permanent residential Address

Postcode

Contact person(s)

Phone number

Email address

National Insurance no.

Please tick this box if you do not have a National Insurance no.

Do you pay Income Tax? Yes No

Which country are you resident in for tax purposes?

Nationality

Date of birth / /

If there is not enough space on this form for all Trustees, please copy this page and complete accordingly.
If any of the Trustees are required to report their trades to their employer, please notify us of this once the account is open by calling our Client Service team on 0800 279 65518 or local dial number 0141 352 3909*.

Section 6 – Managing your income

Please select how the scheme would like to receive its income below. The scheme will automatically be set up with a Cash Management Service (CMS) account for settling its deals. Select one option only.

- **Automatic Dividend Reinvestment (ADR)** – Please use income paid to my CMS account to buy shares using ADR.
- **SCRIP** – Please add shares to my account.
- **Cash** – Please pay cash dividends to my CMS account.

Section 7 – Scheme bank account details

Please provide scheme bank account details where funds will be transferred to and from.

Name of Bank

Name of Scheme Bank Account

Sort-Code – – Account Number

Initial size of Deposit £

Please note we require an original bank statement no older than six months, which confirms the Scheme name, sort code and account number.

Declaration and Authority

I/we confirm that we are the trustee(s) acting on behalf of the scheme detailed in Section 2 of this form. I/we accept the SSAS Trading Account Terms and Conditions.

I/we confirm that the information given is true and complete and authorise you to make any credit reference and other enquiries in accordance with your normal procedures in connection with this application. I/we understand that credit reference agencies record searches and that information they record may be used by other lenders assessing credit application from us and members of my household and for debt tracing.

If you provide false or inaccurate information and a fraud is identified we will pass this information onto the fraud prevention agencies. If you are interested in hearing more about how this information may be used you can contact us on 0845 300 9020* or please refer to the section "Your Information" in our terms and conditions document.

To the extent required to comply with the governing provisions of the Scheme, we confirm that power for any one trustee of the Scheme to give instructions to Barclays Stockbrokers has been validly granted or delegated under those governing provisions. For the avoidance of doubt, Barclays Stockbrokers is entitled to rely on any instruction provided using the security information it requires from time to time. We acknowledge that if we want to appoint a User to issue instructions on our behalf, we must provide such information relating to that User as Barclays Stockbrokers may from time to time require.

Professional Trustee (if applicable)

Name(s) and positions

☐ **Read-only access including:**

- Viewing the selected accounts online
- Receiving information about the selected accounts by telephone

☐ **Dealing authority access including:**

- Selling any investments
- Purchasing any investments
- Giving any necessary instructions in the event of corporate actions on these investments
- Giving any instructions concerning the operation of the Cash Management Service

Signature

Date __ __ / __ __ / __ __ __ __

Declaration and Authority (continued)

Administrator Authorised Signatory

Name(s) and positions

- [ ] **Read-only access including:**
  - Viewing the selected accounts online
  - Receiving information about the selected accounts by telephone
- [ ] **Dealing authority access including:**
  - Selling any investments
  - Purchasing any investments
  - Giving any necessary instructions in the event of corporate actions on these investments
  - Giving any instructions concerning the operation of the Cash Management Service

Signature

Date / /

Trustee

Name(s)

- [ ] **Read-only access including:**
  - Viewing the selected accounts online
  - Receiving information about the selected accounts by telephone
- [ ] **Dealing authority access including:**
  - Buying and selling any investments
  - Giving any necessary instructions in the event of corporate actions on these investments
  - Giving any instructions concerning the operation of the Cash Management Service

Signature

Date / /

Trustee

Name(s)

- [ ] **Read-only access including:**
  - Viewing the selected accounts online
  - Receiving information about the selected accounts by telephone
- [ ] **Dealing authority access including:**
  - Buying and selling any investments
  - Giving any necessary instructions in the event of corporate actions on these investments
  - Giving any instructions concerning the operation of the Cash Management Service

Signature

Date / /

Trustee

Name(s)

- [ ] **Read-only access including:**
  - Viewing the selected accounts online
  - Receiving information about the selected accounts by telephone
- [ ] **Dealing authority access including:**
  - Buying and selling any investments
  - Giving any necessary instructions in the event of corporate actions on these investments
  - Giving any instructions concerning the operation of the Cash Management Service

Signature

Date / /

Declaration and Authority (continued)

Trustee

Name(s)

Read-only access including:

- Viewing the selected accounts online
- Receiving information about the selected accounts by telephone

Dealing authority access including:

- Buying and selling any investments
- Giving any necessary instructions in the event of corporate actions on these investments
- Giving any instructions concerning the operation of the Cash Management Service

Signature

Date / /

Please note the above declarations must be signed by all Trustee(s)

Telling you about products and services – to be completed by the SSAS Trustee(s)

As part of our service, we will keep you informed about products and services (including those of third parties) that may be of interest to you. Barclays will not give your personal data to any third parties for their marketing purposes.

You can choose NOT to receive marketing communications from Barclays by ticking the appropriate boxes below:

Telephone Text message Email Mail

You can choose to receive specific content from us which does not affect your choice above. For example, if you chose to receive a service which includes the provision of information from us, then you will continue to receive such communications until you end that service.

We may also contact you from time to time to obtain your feedback on our service and for other research purposes. When we do so, you can inform us that you do not wish to receive future requests of this type.

Checklist

A certified copy of HMRC's Acknowledgement of Registration

Direct Debit Instruction for fees

An original bank statement no older than three months, which confirms the Scheme name, sort code and account number, as per section 8.

For more information, please visit our website at BarclaysStockbrokers.co.uk

*Calls to 0800 numbers are free if made from a UK landline and calls to 0141 numbers are charged at local rate, mobile costs may vary – please check with your telecoms provider. Calls may be recorded so that we can monitor the quality of our service and for security purposes. Our opening hours are 8am to 6.30pm Monday to Thursday, 8am to 6pm on Friday (excluding bank holidays) and 9.30am to 12.30pm on Saturday.

Item Ref: BWL1639_LER. January 2014.