



HM Revenue
& Customs

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Date 10 February 2020
Our Ref APSS530
SRN S0000003345

Dear Sir or Madam

Notice to provide information and produce documents about an application to register a pension scheme

This letter is an information notice. It is a legal request for information and documents. I am making this request under section 153A of the Finance Act 2004.

Pension scheme name: Kennedy Kneafsey SSAS

Thank you for your application dated 5 February 2020 to register the pension scheme named above. You have applied to register the pension scheme under the Finance Act 2004.

What you need to do

To help us decide if we will register the pension scheme, you need to give us some information and documents. We believe these are reasonably required to consider your application for registration.

This notice means that by law you must let us have the information and the documents asked for on the attached schedule by 26 March 2020. Please send the information and documents by post to the address at the top of this letter.

Please put your submission reference number, S0000003345 on the first page of your reply.

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

If you can't do what this notice asks or you can't reply by the date specified, please contact us now by:

- writing to the address at the top of this letter
- emailing us at pensions.compliance@hmrc.gsi.gov.uk

Information is available in large print, audio and Braille formats.
Text Relay service prefix number – 18001



Documents or information required for Kennedy Kneafsey SSAS

- 1** A signed and dated paper copy of the complete scheme rules and any executed amendments to the scheme rules.
- 2** A signed and dated paper copy of the completed deed establishing the scheme and any executed amendments to that deed.
- 3** The letter of appointment signed by the trustees appointing you as the scheme administrator with a copy of the agreement signed by you and the trustees, as evidence of your acceptance of the appointment to the role of scheme administrator.
- 4** If the scheme has a bank account, give bank statements from the date of establishment to present.
- 5** If this is intended to be a single member occupational scheme, the full name, address, contact telephone number and National Insurance number of the intended member.
- 6** If there are less than 10 members give the full name, address, telephone number and National Insurance number of each known intended member.
- 7** Give us:
 - details of the target membership
 - original copies of the marketing material
 - details of any web based material
 - the full names, addresses and contact details of the introducers to be used
- 8** Give us:
 - details of each proposed type of investment
 - a copy of the business plan for each proposed investment
 - the full name, address and contact telephone number for each proposed investment provider
- 9** The projected fund value at the end of the first year of the pension scheme's existence.
- 10** Confirm if this pension scheme is intended to be offered for auto enrolment.
- 11** For each employer adhered to the scheme give the following details:
 - full name
 - address
 - contact telephone number
 - number of people employed
 - confirmation of whether they are registered for tax with HMRC
 - PAYE reference
 - VAT reference or a statement that the business is not VAT registered
 - corporation tax reference (if they are a company)
 - partnership tax reference (if they are an LLP or a partnership)
 - self-assessment tax reference (if they are an individual)
- 12** If this scheme is not:
 - an occupational scheme
 - a public service pension scheme
 give us a copy of the permission under the Financial Services and Markets Act 2000 provided by the Financial Conduct Authority.
- 13** Give the full name, contact address and contact number of all:
 - other persons involved in the administration of this pension scheme, including all trustees
 - persons who provided advice for setting up the pension scheme
- 14** Confirm if this scheme is intended to operate relief at source.