

SSAS SET UP INFORMATION

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| Client Name/s (number of members) | Mr Nick Greenaway |
| Scheme Name | NGCS Retirement Scheme |
| What ceding schemes are the transfers coming from If not transfers – source & explanation of contribution | HSBC – Nick Greenaway Occupational Scheme – Kimberley Greenaway |
| What are the Transfer values/contribution amount | 1.) £16670 2.) £20,000 |
| What percentage of customers funds are going into non standard investments | 50% |
| Details of the investments the client (trustees) are considering | 50% Company Loan 25% Skywatch 25% Rathbones |
| The number of people employed by the scheme establisher | 0 |
| The corporation Tax reference of the employer The VAT registration number of the employer PAYE reference | 31091 20837 |
| Current employment status | Director |
| Is the proposed Limited Company currently active | Yes |
| Financial Adviser Involved | JAN Investment Marketing |
| If no Financial Adviser – explanation why | |
| Classification of Client | High Net worth Individual |
| Explanation as to why customer is setting up a SSAS | Because of poor performance and the intention to use 50% as a company loan |

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| Names of introducers | Carlton James Private & Commercial Unit 4, Clearwater Business Park, Frankland Road Swindon, SN4 0QL Tel – 0800 233 5626 |
| Details of web based material: | www.private-commercial.com |

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| | What | When | Who | Why |
|----|--|---|---|--|
| 1 | Complete SSAS set up questionnaire / Bank Account Application/complete Fact Find & IFA agreements | At initial client meeting – Telephone or face to face interview | Carlton James/client – original client signature required | Required by the SSAS provider to set up the scheme; Name of scheme, company name, company accountant details and trustee details to be provided |
| 2 | Client to select Alternative Investment products from list (proportion of funds utilised) | At outset of the application | Client to select after initial discussion | Investment selection required by SSAS provider; Note that initially only 50-60% of funds to be utilised at this stage, preferably 2 or 3 alternative investment products to be selected |
| 3 | Copy passport, latest bank statement & recent utility bill | At outset of the application | Client to email or post | Required to satisfy for money laundering regulations |
| 4 | If Ltd company already in existence – require VAT no & Corporate Tax number | At outset of the application | Client | Ltd company required for a Solo SSAS |
| 5 | If no Ltd Company in existence create company on companies house | At outset of application | Carlton James will assist the client to register the company, client card details required for £15 incorporation fee. | Ltd company required for a solo SSAS, if new company must have 'intention to trade' |
| 6 | Request discharge forms from current pension providers | At outset of the application | Client to request forms | Requirement to transfer existing pension funds to the new SSAS scheme |
| 7 | Send SSAS set up questionnaire, client ID, VAT & Corp tax number to SSAS provider | When steps 1 – 6 are completed | Carlton James to compile | Full application submission to the SSAS provider for SSAS scheme set up |
| 8 | Trustee Deed forms Issued by SSAS provider, Carlton James to forward to client for signature | When step 7 completed | Carlton James to administer | Required for HMRC submission by SSAS provider for scheme registration |
| 9 | Send discharge forms to SSAS provider | After completed forms receive back from the client. | Client to return completed forms to Carlton James | Required for the new SSAS scheme to receive existing pension funds |
| 10 | Request Scheme Admin ID from HMRC | After HMRC scheme approval – this can take up to 8 weeks | SSAS provider | All SSAS schemes require HMRC approval |
| 11 | Receive Trust Deeds from SSAS provider | After HMRC approval received | Carlton James | Trustees are required for all SSAS schemes. The client is the trustee on a solo SSAS. |
| 12 | Client to sign Trust Deeds | After HMRC approval received | Client, original signature required | A mandatory HMRC requirement for this tax advantaged pension investment |
| 13 | Client to complete tax registration form from HMRC | After HMRC approval received | Client | To register the scheme under HMRC SSAS regulations |
| 14 | Set up SSAS & register scheme with HMRC | After HMRC approval received | SSAS provider | Required for SSAS scheme to operate |
| 15 | Remaining cash funds in SSAS as per section 2 – regulated product selection required as stipulated by the SSAS provider, cash to be invested into regulated products to satisfy regulatory spread of investments/risk requirements | When steps 1-13 are completed. Scheme now formed. | Client/SSAS provider | Cash element retained in the scheme as per step 2 to be invested as per step 14. Note; a small percentage of the fund to be retained to cover annual administration costs charged by the SSAS provider |