

Pre-register as a Pension Scheme Administrator for the Pension Schemes Online service

Please complete the form below. **You should complete all of the sections that are white (these are relevant to the options that you have selected for questions 1 and 2).** Once completed, please send this to pensionschemes@hmrc.gov.uk or Pension Schemes Services, HM Revenue & Customs, BX9 1GH
If you are printing this form, please complete the form before printing. You'll need to select 'fit all columns to one page' in the scaling options for printing. Please sign the form before sending, unless sending by email.

1. Are you resident in the UK?	Yes	<i>Please select from drop down list</i>	
2. What type of user are you registering as?	Individual	<i>Please select from drop down list</i>	
Forename	Anthony Noel		
Surname	Village		
Company/Organisation name			
Partnership name			
Address line 1	27A Collegiate Crescent		
Address line 2	Sheffield		
Address line 3			
Address line 4			
UK Postcode	S10 2BJ		
Country	United Kingdom		
Email address	anvill@me.com		
Telephone number	07970858843		
National Insurance number	YW782596A		
Self Assessment UTR (if held)	21447 78847		10 digit Unique Tax Reference
Date of birth	9/17/1950		
Previous address in last 12 months (if applicable):			

Address line 1		
Address line 2		
Address line 3		
Address line 4		
UK Postcode		
Country		
Company Registration Number		If no CRN, please enter reason why.
VAT Registration Number (if held)		
PAYE Reference (if held)		
Partnership UTR		If no UTR, please enter reason why.
First director details:		Enter details for a minimum of 1, and up to 3, directors.
Title		
First name		
Surname		
Residential address line 1		
Residential address line 2		
Residential address line 3		
Residential address line 4		
UK Postcode		
Email address		
Telephone number		
National Insurance number		If no National Insurance number, please enter reason why.

Self Assessment UTR		If no UTR, please enter reason why.
Date of birth		
Previous address in last 12 months (if applicable):		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
UK Postcode		
Country		
Second director details:		
Title		
First name		
Surname		
Residential address line 1		
Residential address line 2		
Residential address line 3		
Residential address line 4		
UK Postcode		
Email address		
Telephone number		
National Insurance number		If no National Insurance number, please enter reason why.
Self Assessment UTR		
Date of birth		If no UTR, please enter reason why.
Previous address in last 12 months (if applicable):		
Address line 1		
Address line 2		

Address line 3	
Address line 4	
UK Postcode	
Country	
Third director details:	
Title	
First name	
Surname	
Residential address line 1	
Residential address line 2	
Residential address line 3	
Residential address line 4	
UK Postcode	
Email address	
Telephone number	
National Insurance number	
Self Assessment UTR	
Date of birth	
Previous address in last 12 months (if applicable):	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
UK Postcode	
Country	

<p><i>If no National Insurance number, please enter reason why.</i></p>
<p><i>If no UTR, please enter reason why.</i></p>

Does the company/organisation have more than 3 directors?		<i>Please select.</i>
First partner details:		<i>Enter details for a minimum of 1, and up to 3, partners.</i>
Title		
First name		
Surname		
Residential address line 1		
Residential address line 2		
Residential address line 3		
Residential address line 4		
UK Postcode		
Email address		
Telephone number		
National Insurance number		<i>If no National Insurance number, please enter reason why.</i>
Self Assessment UTR		<i>If no UTR, please enter reason why.</i>
Date of birth		
Previous address in last 12 months (if applicable):		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
UK Postcode		
Country		

Second partner details:	
Title	
First name	
Surname	
Residential address line 1	
Residential address line 2	
Residential address line 3	
Residential address line 4	
UK Postcode	
Email address	
Telephone number	
National Insurance number	
Self Assessment UTR	
Date of birth	
Previous address in last 12 months (if applicable):	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
UK Postcode	
Country	
Third partner details:	
Title	
First name	
Surname	
Residential address line 1	
Residential address line 2	

If no National Insurance number, please enter reason why.

If no UTR, please enter reason why.

Residential address line 3			
Residential address line 4			
UK Postcode			
Email address			
Telephone number			
National Insurance number			
Self Assessment UTR		<i>If no UTR, please enter reason why.</i>	
Date of birth			
Previous address in last 12 months (if applicable):			
Address line 1			
Address line 2			
Address line 3			
Address line 4			
UK Postcode			
Country			
Does the company/organisation have more than 3 partners?			
Declarations			
x	The information shown is complete and correct and that I may be liable to a penalty if a false statement is made in this registration, and that any false statement may also lead to prosecution.	You must select 6 out of 7 of the declarations.	Place ticks in column A by selecting option from drop down list which will appear to the right of the selected cell. It looks like a full stop but is actually a v.

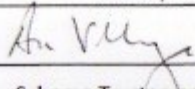
x	I understand that as a scheme administrator I am responsible for discharging the functions conferred or imposed on the scheme administrator of a pension scheme by the Finance Act 2004, and I intend to discharge those functions at all times, whether resident in the United Kingdom or another EU member state or non-member EEA state. I will comply with all information notices issued to the scheme administrator under the Finance Act 2004 or the Finance Act 2008. I understand that I may be liable to a penalty and where the scheme is registered the pension scheme may be de-registered if I fail to discharge those functions properly.	
x	I understand that as scheme administrator I must make returns of information to HMRC, when they are reasonably required; provide information to members to enable them to meet their own tax obligations and pay any tax charges due to be paid by the scheme administrator under part 4 of the Finance Act 2004.	
x	I understand that where HMRC believes that a scheme administrator, or one of the persons that make up the scheme administrator of the pension scheme, is not a fit and proper person to be a scheme administrator, HMRC may refuse to register a scheme or, if the scheme is already registered, HMRC may de-register a scheme.	
	I have a working knowledge of pension scheme administrator duties and liabilities.	<i>You must select one of these two declarations. If you do not have a</i>
OR		

x	I don't have a working knowledge of pension scheme administrator duties and liabilities. I have appointed an adviser who does have that knowledge.	<i>If you do not have a working knowledge, you'll need to complete the pension advisor section below.</i>
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x	<p>None of the following statements apply and I am otherwise a fit and proper person to be a scheme administrator:</p> <ul style="list-style-type: none"> - I have been involved in tax fraud, abuse of tax repayment systems or other fraudulent behaviour including misrepresentation and/or identity theft; - I have had a criminal conviction relating to finance, corporate bodies or dishonesty; - I have been the subject of adverse civil proceedings relating to finance, corporate bodies or dishonesty/misconduct; - I have participated in or been connected with designing and/or marketing tax avoidance or pensions liberation schemes; - I have been disqualified from acting as a company director or are bankrupt; - I have been disqualified from acting as a pension scheme trustee.
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Pension Adviser Details	
Pension adviser name	RC Administration Limited
Address line 1	1A Park Lane
Address line 2	Poynton
Address line 3	Cheshire
Address line 4	
UK Postcode	SK12 1RD
Country	United Kingdom
Email address	info@rcadministration.com

Forms should be signed by the administrator (individual or company representative)

Name	Anthony Noel Village	No signature required if sending
Signature		
Capacity in which you are signing this form	Scheme Trustee and Administrator	