



HM Revenue  
& Customs

Pension Practitioner.Com Limited  
Daws House  
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London  
NW7 4SD

**Pension Schemes Services**

Ferrers House  
Castle Meadow Road  
Nottingham  
NG2 1BB

**Phone** 0300 123 1079  
Monday to Friday 9.00am to 5.00pm

**Fax** 03000 564567

**Web** [www.gov.uk](http://www.gov.uk)

**Date** 27 January 2017  
**Our ref** D01/2016

Dear Sir

**Innovation Contracting Limited Pension Scheme: 00801957RW**

Our records show that you are an acting or associated scheme administrator for **Innovation Contracting Limited Pension Scheme**. This letter is a **formal notification** to you that the **Innovation Contracting Limited Pension Scheme** registration will be withdrawn with effect from **17 March 2017** in accordance with Sections 157 Finance Act 2004. As such please be advised that the **Innovation Contracting Limited Pension Scheme** will not be a Registered Pension Scheme after **17 March 2017**.

**Reason for De-registration**

A scheme may be deregistered in the circumstances outlined in Section 158 Finance Act 2004. HMRC are notifying you as one of the scheme administrators of this scheme and you will need to discuss this with the other scheme administrators.

**Tax Charge**

The Scheme Administrator is liable to a 40% tax charge under Section 242 Finance Act 2004 (FA04) on the value of the pension scheme assets immediately before the scheme was deregistered i.e. from the date of **17 March 2017**.

The Scheme Administrator must calculate the tax charge and make an Accounting for Tax Return under S254 Finance Act 2004 for the quarter ending **31 March 2017**. The Accounting for Tax form must be made, and the tax paid within 45 days of the end of the quarter date.

If no return is made within the specified time frame or we think the amount of the charge declared is incorrect we will make an assessment in accordance with Statutory Instrument 2005/3454.

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

Business Head: Juliet Roche



If we make an assessment and you disagree with it you will have the right of an appeal as set out below.

### **What to do if you disagree**

An appeal against the above decision can be made under the provisions of Section 159 Finance Act 2004.

If you do not agree with our decision, you can appeal. To do this you need to write to us within 30 days of the date on this letter, telling us why you think our decision was wrong. We will then contact you to try and settle the matter. If we cannot come to an agreement, we will write to you and tell you why. You can either:

- ask for our decision to be reviewed by an HMRC Officer that has not previously been involved in the case or
- notify your appeal to an independent tribunal

If you opt for a review you can still appeal to the tribunal after the review has finished.

You can find further information about appeals and reviews on the HMRC website <http://www.hmrc.gov.uk/dealingwith/appeals.htm> or you can phone the helpline number on this letter. You can find out more about tribunals on the Tribunals Service website [www.tribunals.gov.uk/tax](http://www.tribunals.gov.uk/tax) or you can phone them on 0845 223 8080.

Please ensure that you keep this notification for your information to refer to should HMRC contact you further regarding the above matters.

Yours faithfully



**John Bhandal**  
Head of Compliance

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.



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Inheritance Tax, Trusts, and Pensions  
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Date 27 January 2017  
Our ref D01/2016

Dear Sir

**Innovation Contracting Limited Pension Scheme: 00801957RW**

**Notice to provide information and documents  
Schedule 36 Finance Act 2008**

Further to the **formal notification** to you that the **Innovation Contracting Limited Pension Scheme** registration will be withdrawn I am now giving you notice that you must provide the documents and information requested below by **8 March 2017**. This notice is issued under Paragraph 1 of Schedule 36 of the Finance Act 2008.

**Schedule**

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**Information and documents:**

In this context 'document' means anything in which information of any description is recorded. This includes any records held on computer, magnetic tape, optical disk (CD-ROM/DVD), hard disk, memory stick, flash drive, floppy disk or other recording media.

1. Name, National Insurance Number and Date of Birth of every member of the scheme
2. Values transferred in by each member and current value of funds
3. Confirmation of sponsoring employer/establishment including name, address and company registration number and status
4. Name and address of all trustees for the scheme
5. Bank account details of the scheme including account number and sort code

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6. Last six months bank statements for the scheme
  7. List of assets currently held by the scheme and valuation
  8. If the scheme is an Automatic-Enrolment scheme then in addition to the above information please also include the following:
    - For each Employer adhered to the scheme please provide the following information
    - Name,
    - Address,
    - PAYE reference
    - Date joined the scheme and staging date
- 

If you feel you cannot comply with this notice for a particular reason, or within this time, please contact me as soon as possible on the number at the end of this letter.

You can appeal against this notice. You can also appeal against any requirement to produce other documents or information. You cannot appeal against any requirement to produce documents or provide information that relates to your statutory records. You must appeal within 30 days of the day you receive this notice. Any appeal must be sent to me in writing and state the grounds of appeal.

I will, if possible, try to settle your appeal by agreement with you. If we cannot do this, I will write and tell you why and offer you a review by a person not previously involved in your appeal. I will also tell you about your right to an independent tribunal. You can find further information in fact sheet HMRC1. The fact sheet can be found on our website at [www.hmrc.gov.uk/factsheet/hmrc1.pdf](http://www.hmrc.gov.uk/factsheet/hmrc1.pdf) or by phoning the Self Assessment Orderline on 0845 900 0404.

You may not wish to appeal, or your appeal may be settled and you are still required to produce documents or provide information. If you do not comply with this notice, you may become liable to a standard penalty of £300. If you have still not complied with this notice after I have assessed the standard penalty you may be liable to a daily penalty not exceeding £60 for every day the failure continues.

There is a similar penalty if you conceal, destroy or otherwise dispose of, or arrange for this to happen to, any document specified in this notice.

You can find further information about our Compliance checks in fact sheet 2 *Compliance Checks - Requests for information and documents*. You can get this fact sheet by downloading it from our website at [www.hmrc.gov.uk/compliance/cc-fs2.pdf](http://www.hmrc.gov.uk/compliance/cc-fs2.pdf) or by phoning the Revenue and Customs orderline on 0845 900 0404.

If you contact us, we can deal with you more quickly if you quote our reference number and provide a daytime phone number.

Yours faithfully



John Bhandal  
Head of Compliance

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.