

Mattioli Woods PLC
1 New Walk Place
Leicester
LE1 6RU

Dear Sirs,

Ringfence SSAS

The duties and responsibilities of the scheme administrator are as follows:

Duties and Responsibilities of the scheme administrator

The Finance Act 2004 requires every pension scheme to have a scheme administrator. The main duties a pension scheme administrator must carry out, although not exhaustive, are listed below.

- Registering the pension scheme with HM Revenue & Customs (HMRC).
- Operating tax relief on contributions under the relief at source system.
- Reporting events relating to the scheme and the scheme administrator to HMRC.
- Making annual returns of information to HMRC.
- Register the pension scheme with The Pensions Regulator.
- Reporting events relating to the scheme and the scheme administrator to The Pensions Regulator.
- Making annual returns of information to The Pensions Regulator.
- Providing information to scheme members, and others, regarding the lifetime allowance, benefits and transfers.
- Calculations and periodic review of pension benefits in accordance with current pension legislation.
- Ensuring the scheme complies with all current pension legislation.

The scheme administrator is required to retain records relating to the administration of the scheme, for example records of payment into and out of the scheme, for at least six tax years following the year to which the record relates.

Financial Penalties on Administrators

Where a scheme administrator fails to meet the responsibilities and requirements set out under The Finance Act 2004, a financial penalty may be imposed by HMRC.

There are a range of penalties that can be raised by HMRC. Broadly these range from £300 to £3,00 depending in the nature of the scheme administrator's failure(s) with the addition of daily penalties of up to £60 per day for the ongoing failure to meet the requirement.

Requirement to be a fit and proper person

All the persons that make up the scheme administrator must be a fit and proper person to be a scheme administrator. HMRC can de-register a scheme if it appears that one of the persons who make up the scheme administrator is not a fit and proper person.

What happens if there is no scheme administrator?

If there is no scheme administrator HMRC can decide to de-register the pension scheme. The tax consequences of deregistration are detailed below.

The amount of the de-registration charge is 40% of the total of the amount of:

- sums (cash) and
- the market value of any assets

held for the purposes of the scheme immediately before it ceased to be a registered pension scheme.

The person liable to pay the tax charge is the scheme administrator in place immediately before the scheme ceased to be registered. If the scheme administrator is made up of more than one person, for example two individuals, liability to the tax charge is joint and several on all persons making up the scheme administrator. This means that each and any of the persons making up the scheme administrator can be asked to pay the whole amount of tax due.

If there is no scheme administrator, liability passes to other persons as described at [PTM155000](#).

The de-registration charge should be reported and paid using the Accounting for Tax return – see [PTM162000](#).

The charge is a free-standing tax charge, which means any losses that a taxpayer may have cannot be set against the tax charge. Liability to the tax charge arises whether or not the liable person(s) are UK resident.

I understand the risks and future responsibilities as scheme administrator. Please arrange for me to take over the scheme administrator duties for Ringfence SSAS:



Laura Elizabeth Hassall

Date:

I understand the risks appointing Laura Elizabeth Hassall and agree that she will now act as scheme administrator for Ringfence SSAS:



Craig Seville

Date: