Documents or information required for St Johns Abingdon Limited Pension Scheme

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 Copy bank statements for the last 6 months for all accounts held by the scheme.

4 Please confirm how many members the scheme has together with the name, address, NINO and phone number of each member.

Please state which of these members have gone into drawdown, providing the PAYE reference.

5 Please give the following marketing and membership information:

- 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 used

6 Please provide details of all investments in the last 12 months:

- details of each type of investment made and the amount of pension funds invested in each
- the results/returns achieved for each investment
- the management and maintenance fees incurred for each investment
- for each investment a copy of the latest investment report issued to members communicating returns, the performance of the investments and returns gross and net of management fees.
- why the preferred provider of the investment was chosen over other investment providers and investment opportunities
- the full name, address and contact telephone number for each investment provider

7 If the scheme establisher is an individual please give their full name, address, contact telephone number, National Insurance number and Self Assessment Unique Taxpayer Reference (UTR).

8 For each employer adhered to the scheme please give the following:

- their full name
- address
- contact telephone number
- number of people employed
- confirmation of whether they are registered for tax with HMRC
- the PAYE reference
- the VAT reference or a statement that the business is not VAT registered
- the corporation tax reference (if they are a company)
- the partnership tax reference (if they are an LLP or a partnership)
- the self assessment tax reference (if they are a sole trader)

9 The number of transfers received within the last 12 months, and the combined value.

The number of pending transfers, the estimated combined value, the name and National Insurance Number of each member with a pending transfer.

10 Please 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 relating to the setting up of the pension scheme