



## About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

Use this form to notify us of any changes of registration information for a registered pension scheme (other than those changes detailed in The Registered Pension Schemes (Provision of Information) Regulations 2006).

You can do this online. Follow the link below and select 'pension schemes' under 'do it online'.

[HM Revenue & Customs homepage](#)

## Pension scheme details

Please provide at least one of the following:

- ☒ Pension Scheme Tax reference (PSTR)
- ☐ Superannuation fund (SF) reference
- ☐ Contract or policy number

Pension Scheme Tax reference (PSTR)



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Pension scheme name

Gilchrist Colinslee Pension Scheme

## Change pension scheme details

Do you want to change the pension scheme name?

- ☒ Yes
- ☐ No

New pension scheme name



Do you want to change the Establisher/Sponsor details?

- ☒ Yes  
☐ No

Do you want to update the current Scheme Establisher/Sponsor details?

- ☒ Yes  
☐ No

### Details of current Establisher/Sponsor

Are you an individual or an organisation?

- ☐ Individual  
☐ Organisation

Do you want to notify us of a new Scheme Establisher/Sponsor?

- ☒ Yes  
☐ No

### Details of new Scheme Establisher/Sponsor

Are you an individual or an organisation?

- ☐ Individual  
☐ Organisation

Start date of new Establisher/Sponsor

Do you want to notify us of a cessation of a Scheme Establisher/Sponsor?

- ☒ Yes  
☐ No

### Details of the ceasing Establisher/Sponsor

Are you an individual or an organisation?



- ☐ Individual  
☐ Organisation

Date of cessation

|  |  |  |
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Do you want to change a client reference for Scheme Administrator?

- ☐ Yes  
☒ No

## Update other records

If you would like us to update any other records with these changes, you must provide the reference details below.

Do you want to update your contracting out records?

- ☐ Yes  
☒ No

Do you want to update your relief at source records?

- ☐ Yes  
☒ No

Do you want to update your VAT records?

- ☐ Yes  
☒ No

## Details of the person submitting this form

Are you the Scheme Administrator or the Practitioner?

- ☒ Administrator  
☐ Practitioner

Scheme Administrator ID



|   |  |  |  |  |  |  |  |
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Are you an individual or an organisation?

☐ Individual

☒ Organisation

Organisation name

## Your address

Is this address in the UK?

☐ Yes

☐ No

Line 1

Line 2

Line 3 (optional)

Postcode

Line 1

Line 2

Line 3 (optional)

Country

## Declaration



Email address

emilym@pensionpractitioner.com

Telephone number

08006344862

☒ I confirm that the information I have given is correct

Signature

Date

DD MM YYYY

## What to do now

Please send the completed form to:

HM Revenue & Customs  
Pension Schemes Services  
Yorke House  
Castle Meadow Road  
Nottingham  
NG2 1BG

## Printing this form

Click the 'Preview' button to create a copy for you to print and post. Please ensure that you check your form carefully before you click 'Preview'. If you make any changes afterwards, you must click 'Preview' again to create a new copy with the changes included.