

**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	Michael Alan	
Surname	Strafford	
Company/Organisation name		
Partnership name		
Address line 1	Roundwood House	
Address line 2	30C Worksop Road	
Address line 3	Thorpe Salvin	
Address line 4	WORKSOP	
UK Postcode	S80 3JU	
Country	United Kingdom	
Email address	masseng@aol.co.uk	
Telephone number	07565 947839	
National Insurance number	WL371710A	
Self Assessment UTR (if held)	7851732732	<i>10 digit Unique Tax Reference</i>
Date of birth	29th July 1961	
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	
<b>Second director details:</b>	
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>

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	
Does the company/organisation have more than 3 directors?	
First partner details:	

*If no National Insurance number, please enter reason why.*

*If no UTR, please enter reason why.*

*Please select.*

*Enter details for a minimum of 1, and up to 3, partners.*

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		
Date of birth		<i>If no UTR, please enter reason why.</i>
Previous address in last 12 months (if applicable):		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
UK Postcode		
Country		
<b>Second partner details:</b>		
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		
<b>Third partner details:</b>		
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		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			
Does the company/organisation have more than 3 partners?		Please select.	
<b>Declarations</b>			
✓	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
✓	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.		

✓	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.	
✓	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 working knowledge, you'll need to complete the pension advisor section below.</i>
<b>OR</b>		
✓	I don't have a working knowledge of pension scheme administrator duties and liabilities. I have appointed an adviser who does have that knowledge.	

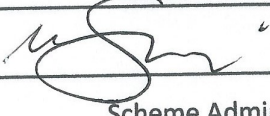


✓	<p>None of the following statements apply and I am otherwise a fit and proper person to be a scheme administrator:</p> <ul style="list-style-type: none"> <li>- I have been involved in tax fraud, abuse of tax repayment systems or other fraudulent behaviour including misrepresentation and/or identity theft;</li> <li>- I have had a criminal conviction relating to finance, corporate bodies or dishonesty;</li> <li>- I have been the subject of adverse civil proceedings relating to finance, corporate bodies or dishonesty/misconduct;</li> <li>- I have participated in or been connected with designing and/or marketing tax avoidance or pensions liberation schemes;</li> <li>- I have been disqualified from acting as a company director or are bankrupt;</li> <li>- I have been disqualified from acting as a pension scheme trustee.</li> </ul>
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**Pension Adviser Details**

Pension adviser name	Registered Scheme Administrator Limited
Address line 1	Office 12
Address line 2	Venture Wales Building
Address line 3	Merthyr Tydfil Industrial Business Park
Address line 4	Merthyr Tydfil
UK Postcode	CF48 4DR
Country	United Kingdom
Email address	<a href="mailto:info@registeredschemeadministrator.co.uk">info@registeredschemeadministrator.co.uk</a>

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

Name	Michael Alan Strafford
Signature	
Capacity in which you are signing this form	Scheme Administrator

No signature required  
if sending by email