

Pension Scheme Return & Event Questionnaire

Information required for the pension scheme return

The scheme administrator is required to complete a pension scheme return for the tax year. We undertake this as part of our pension scheme service to the trustees. The return is over 11 pages long. In addition, there may be an event report due, presently there are over 20 different event reports that may arise during a scheme year – a fine arises for incorrect or non reporting of an event report.

We have condensed the information needed for the returns into a short questionnaire. Please check the appropriate box and return this form to us. If there are any parts of this form that you are unsure of please contact your scheme consultant.

Pension Scheme tax year ending 5th April 2009

	Yes	No
Were payments to and from the scheme more than £100,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were the gross pension assets more than £400,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the scheme undertake any transactions with the employer, member or a connected party*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the scheme have any interest in land/property or tangible moveable property**	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the scheme have any shares in the sponsoring employer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Were there any loans outstanding to a member or person connected to the member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the scheme acquire any assets from a connected party, directly or indirectly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was there any cash on deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were any assets acquired on arms length terms – e.g. stocks/shares and assets acquired from a wholly unconnected firm such as a stockbroker. Another example of arms length is commercial property acquired at auction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has there been any loans from the scheme in the last 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did any member make any drawings from the scheme - expenses, pension or otherwise	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Were there any payments to the employer sponsoring the pension scheme	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Questions

Yes No

Do you require a trustee meeting (No additional cost arises for this)
If yes, this will be arranged on receipt of the completed questionnaire

	✓
	✓

Attached is a fact sheet for Pension Schemes Online - Are you interested in registering for this service

Notes:

* A connected party includes: A relative, a partner, co-director, or co trustee.

A connected party may also include a company that does not participate in the scheme but may be connected to you through the associations given above.

**Tangible moveable property includes: Assets that you can touch and move, such as fine wines, machinery, works of art, assets that have a lifespan of less than 51 years e.g. patents.

Do you have any particular requirements at this time? If yes, please add your comments below:

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Scheme Name: SHIRE CONSULTING PENSION SCHEME

Signed: J. Woods Date: 7 / 9 / 2009

Please return this form to Pension Practitioner .Com Limited.

What happens next ?

We will complete the returns to HMRC and if necessary the Pensions Regulator. We may need some further information from you for this. We will then draft your annual report, which will include the member benefit statements, this will also contain a copy of the information issued to HMRC.

This report can be provided at the trustees meeting, this will also give you the opportunity to discuss any requirements or ideas regarding your scheme and our service. If you do not require a trustee meeting then we will only send the trustees report to you.

For Pension Schemes Online, we will contact you separately regarding this service.