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[admin@cranfords.biz](mailto:admin@cranfords.biz)  
0844 410 0037

Mr Neville Rogers  
288b Wallisdown Road  
Bournemouth  
Dorset  
BH11 8PN

4<sup>th</sup> July 2014

## **Application Pack for a new Small Self -Administered Scheme**

Dear Mr Rogers

Thank you for choosing Cranfords as the Scheme Administrator for your new Pension Scheme.

This Pack includes the following:

1. Application Form
2. Administration Agreement x2
3. Trust Deed & Rules
4. SSAS Establishment authority letter
5. Member Information Form
6. Predator Leaflet and HMRC Liberation Update

### Application Form

Scheme Details – Please confirm the proposed name of your pension scheme and complete your contact details – if we hold this information we will pre-complete this on your behalf. If there are any changes to the completed information please amend and initial the amendment.

Principal Employer Details – Please provide a copy of the Certificate of Incorporation – if we hold this information we will pre-complete this on your behalf.

Additional/Participating Employer Details – if you would like an additional employer to participate in the scheme please complete the details here. Leave blank if just the Principal Employer is to participate in the scheme.

Employer Declaration – please read the details of the declaration – the declaration should be signed by a Director of the Principal Employer.

Member Details – Please complete a separate sheet for each Member of the Scheme.

Member Declaration – please read the details of the declaration – a separate declaration should be signed by each Member Trustee.

Transfer Details – Please complete a separate sheet for each Member/Transfer required. If you are taking benefits from the policy you wish to transfer please answer yes to the question “Are you taking benefits from the arrangement” and then provide the details requested below.



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Nomination of Beneficiaries – Please complete a separate form for each Member confirming where to pay benefits in the event of your death. The nomination you make can be updated at any time by completing a new form.

Appointment of Financial Adviser – Please complete the details of your financial adviser here and also confirm any fees to be paid out of your scheme.

Fund Investments – Please advise here the proposed investments for the fund.

#### Administration Agreement

Two copies of the Administration Agreement are enclosed. Please sign both of these and arrange for your signature to be witnessed by an independent party (i.e. not a relative, partner or person living at the same address as you). Please return one copy of the Agreement and retain one for your records. Please do not date this document.

#### Trust Deed

This is to establish your Scheme. Please can you sign this document where indicated and arrange for your signature to be witnessed by an independent third party. The witness cannot be a relative, spouse, partner or anyone living at the same address as you.

Please do not date the deed at this stage, we will date the deed on its return and retain a copy for our files. The original deed will be returned you in due course for safekeeping.

SSAS Establishment authority letter – please complete, sign and return.

Once the enclosed documents are returned, we will apply for formal approval of your scheme with H M Revenue & Customs. Once this approval has been received we will proceed with the opening of the scheme bank account.

Member Information Form – please complete, sign and return.

Original Anti-Money laundering documents will be required – Please enclose the original documents, these will be used to open the Scheme bank account and will be returned to you by registered post. A list is enclosed of suitable documents; please provide at least one item from list of primary documents. The second document can be either primary or secondary.

It is important that you complete the enclosed paperwork as per the instructions, sign where indicated and return to us in the envelope provided.

I must point out at this stage, that we at Cranfords will only allow clients to operate their pension funds within the spirit of the pension legislation. This means we will not facilitate any form of pension liberation activity or assist others to do so. Please read the enclosed leaflets for further information regarding this.

I look forward to receiving your application pack but if you have any questions, please don't hesitate to call me on 0844 410 0037. Our offices are open from 9am to 7pm Monday to Thursday and 9am to 3pm on Friday.

Yours sincerely,

Administrator



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## Identification Requirements

Two forms of identification are required – Two primary or one primary and one secondary

Identification Document	Primary/Secondary
Armed Forces ID Card	Primary
Full Valid UK Driving Licence	Primary
Plastic National Insurance Card	Primary
Valid Full UK Passport	Primary
Pension Book Allowance	Primary
Signed Employers Identity Card	Primary
Cheque Guarantee Card with Statement	Primary
Bank/Credit Card Statement	Secondary
Council Tax Bill	Secondary
IR Notice of Tax	Secondary
Mortgage Statement	Secondary
NHS Medical Card	Secondary
Utility Bill (Gas/Electric)	Secondary