Retirement
.Capital

Due Diligence Pack

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PART 1
EXECUTIVE SUMMARY

Retirement.Capital is a partnership operating through a global network.

Retirement Capital is the UK's first SSAS provider built entirely on the cloud reflecting how banking and financial services has changed due to the demand by consumers for online, tablet and mobile financial information immediately.

Retirement Capital uses fintech to bring all investment data and scheme management via a unique proprietory customer management system, reducing time, errors, improving productivity and customer experience on a single integrated platform.

Our technology in real time differentiates varying fund and benefit splits, whilst also providing a holistic position of income today and what is possible in the future.

Investments across multiple asset classes, such as property, deposits, loans and funds are aggregated together to provide a true picture for SSAS customers and their advisors. Our technology also carries out all tax reporting and compliance for SSAS customers as a registered practitioner or registered scheme administrator with HMRC.

All business is transacted through the platform in real time, with scheme documents powered via a unique partnership integration with Docusign.

This due diligence report all the information you need about us and how we work. We have also annexed our professional indemnity and technology data insurance.

PART 2
SCHEME ESTABLISHMENT

The scheme establishment process is designed to ensure that only customers, with UK trading company status on companies house tax register schemes for the benefit of their directors.

Initial registration is aligned to Companies House which permits the following API checks

API reference

Search

Method	HTTP Request	Description
Search all	`GET /search`	Search Companies House
Search company	`GET /search/companies`	Search companies
Search officer	`GET /search/officers`	Search company officers
Search disqualified officer	`GET /search/disqualified-officers`	Search disqualified officers

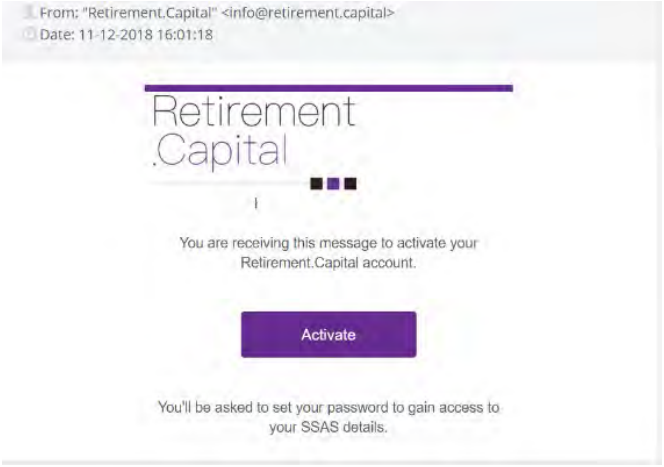
Method	HTTP Request	Description
get	`GET /company/{company_number}`	Get the basic company information

Filing history

Method	HTTP Request	Description
get	`GET /company/{company_number}/filing-history/{transaction_id}`	Get the filing history of the company
list	`GET /company/{company_number}/filing-history`	Get the filing history of the company

On validation, the principal employer is accepted onto the platform. This is an immediate outcome. Rejections are discussed with the customer and advisors.

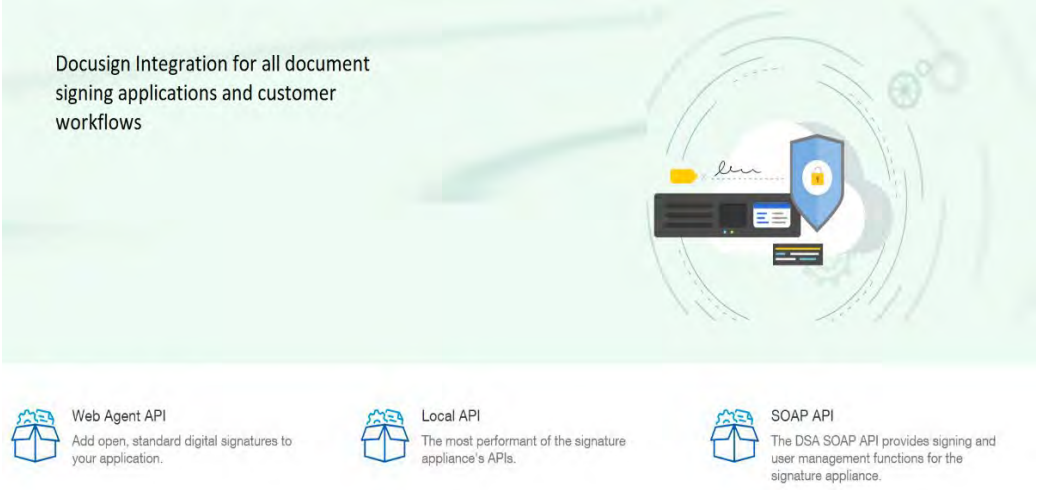
For identity match the customer provides their passport, utility bill which is then “read” and validate following online activation of their account.



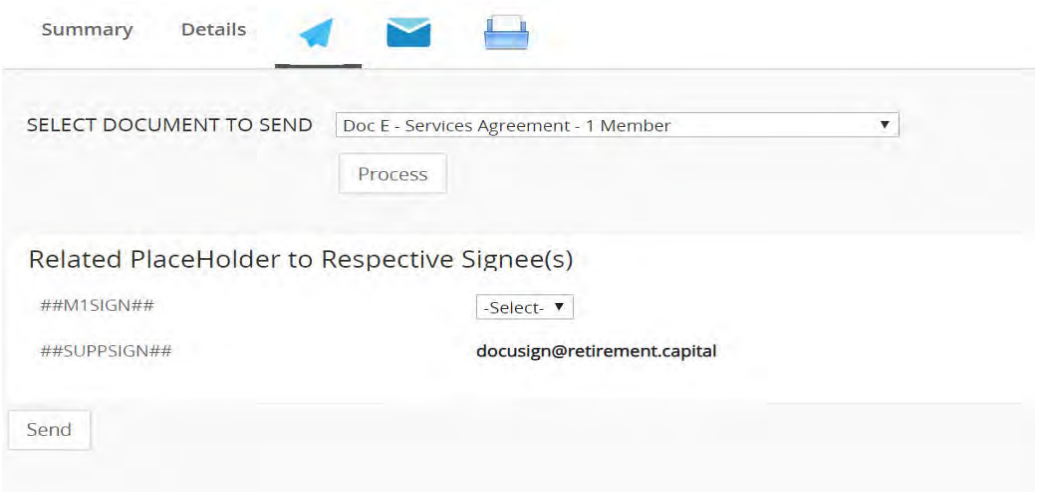
Scheme Document Signing

To minimise paperwork, reduce time, error and lost data all workflows and processes by Retirement Capital have been developed with Docusign and the development team.

This is delivered through smart API integration and the outcome also allows client advisors to view and track share delivery of scheme documents enabling completed data to be pulled from the cloud.



Integrated into Retirement Capital proprietory software allows delivery, validation and placement of authorship.



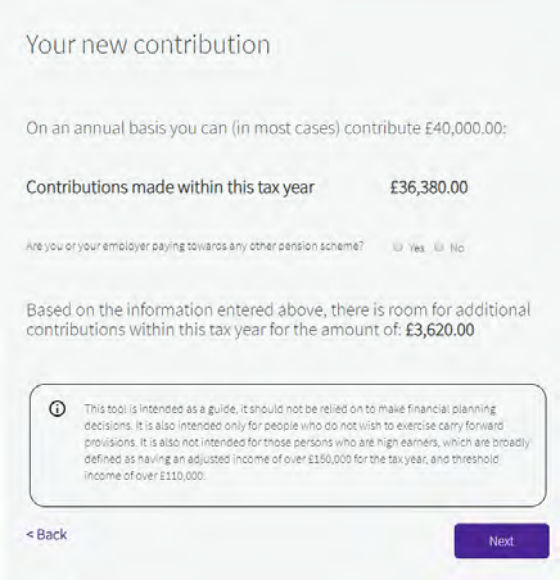
Scheme Registration

On completed signing, registration of the scheme with HMRC online services then takes place through our proprietory software. A traffic light system allows both customer and the support team to monitor application progress through their online account.

Once the scheme is tax registered the status of the account changes to green, members can login and start contributing.

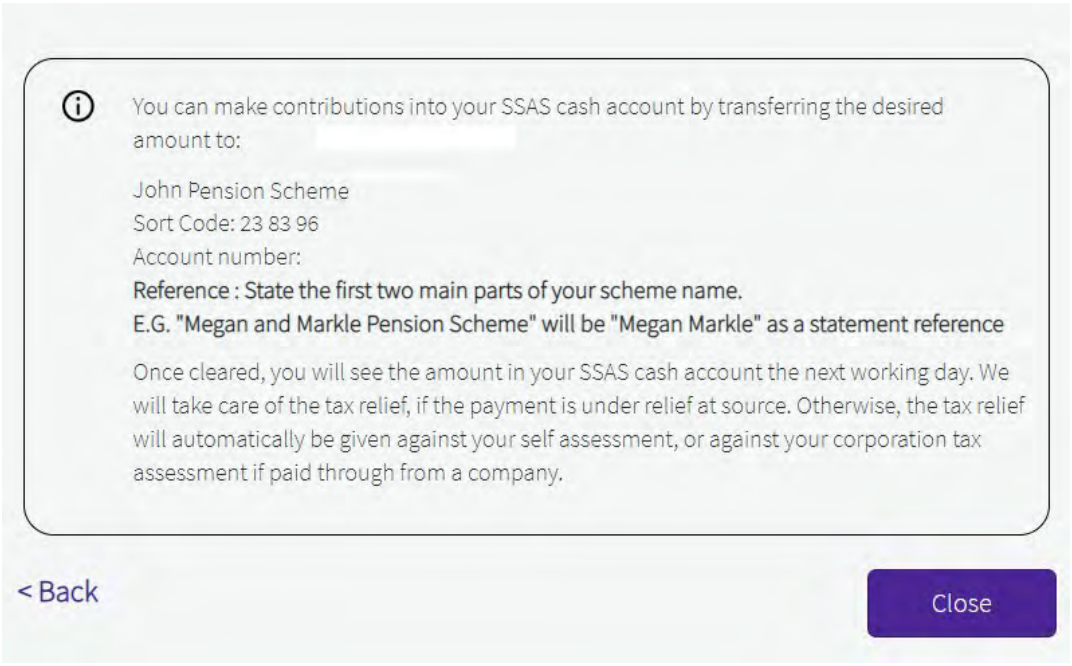
PART 3
CONTRIBUTING

Contributions are activated via a dashboard in phase 1. Phase 2 in the 4th quarter of 2020 will allow automatic collection. Built in calculators allow for the annual allowance.

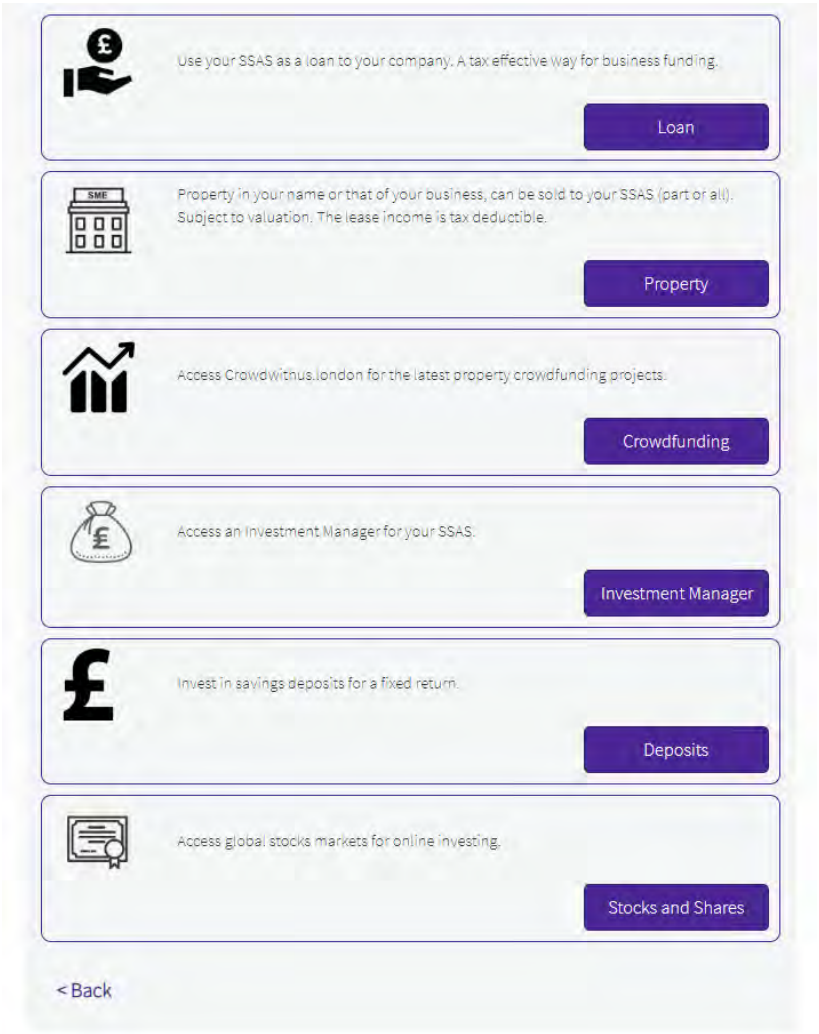


Schemes can permit contributions from the employer or member, which identifies the pension scheme account for the payment to be remitted to. Members can action relief at source on request.

Retirement Capital does not hold client money or operate scheme bank accounts. Trustee pension scheme accounts can be opened with AIB on registration. Statement and activity data is accessed via the scheme dashboard with a daily online credit and debit balance. The account is registered in the name of the trust, and authorised signatories including that trustees and account manager ensures security of data and banking. We act as registered scheme administrator providing authorisation of access of account data to ensure compliance with HMRC requirements.



The customer can access and perform a series of instructions



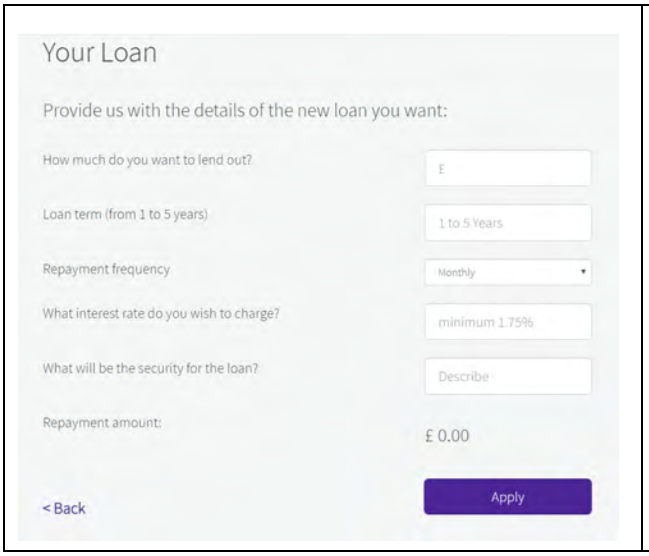
PART 4
INVESTING

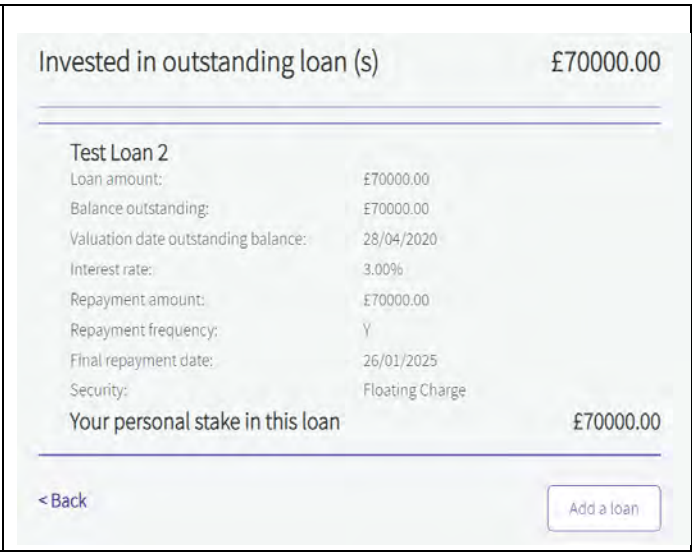
Employer Related Loans

Application for an investment into the business is actioned via the platform allowing the customer to view and alter payment terms with immediate outcome of repayment plan.

The loan account appears on the member's dashboard and repayments are shown on a scheme level and a member level.

Change to interest rate and payments received are updated and appear on the dashboard, all contributions are repaid via a standing order which is activated through the online signing documents. Arrears are flagged on the dashboard.

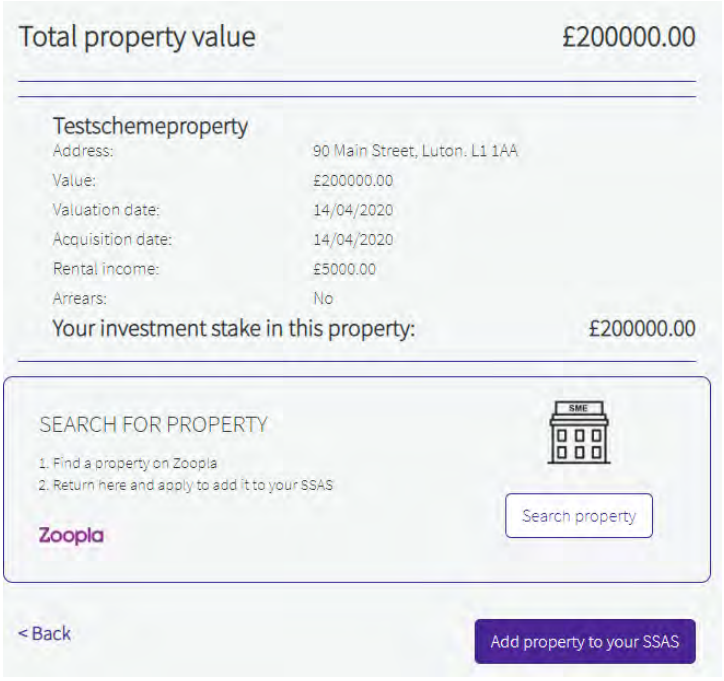




Property

Property can be search through in field or added to the dashboard via an instruction once secured terms are agreed.

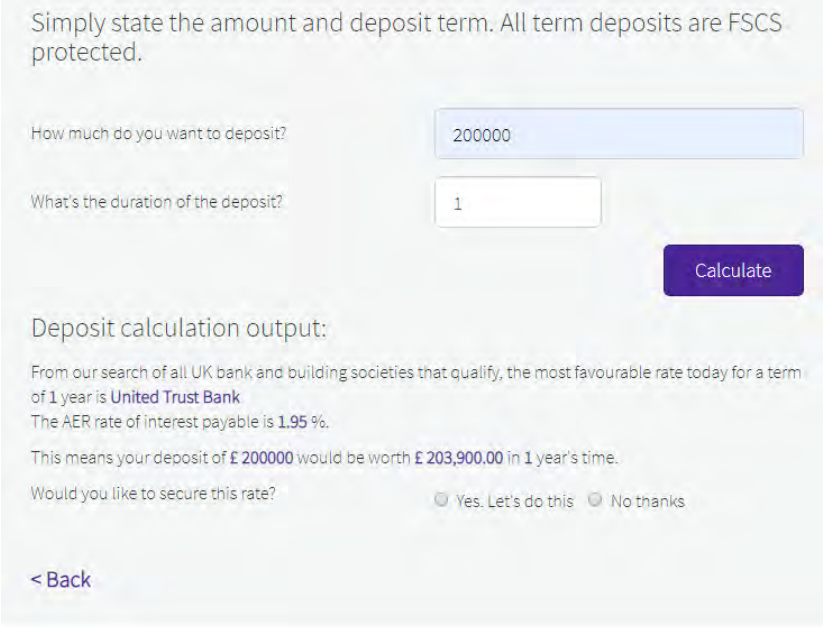
The customer submits to us the property sourced through an online form requiring key contacts and data information. Rental income, key anniversary and other property management data can be accessed through the platform.

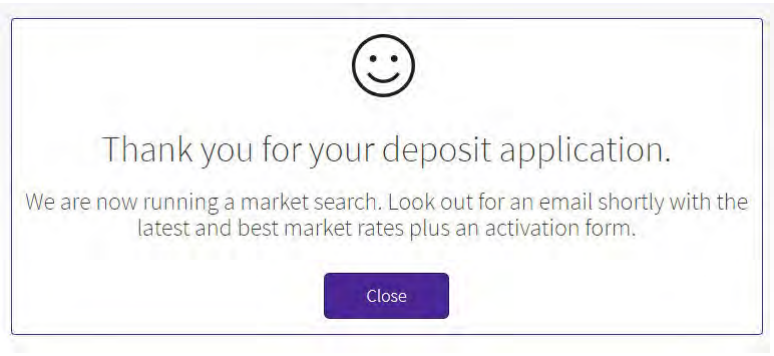


Deposits

Many clients wish to be able to access the latest deposit rates for their SSAS account.

This can be activated and searched through the member's dashboard. An instruction can be generated to back office to process the trustees instruction.





The member receives a notification back of the best product available for the term in respect of SSAS investments.

Thank you for your deposit application.

The most favourable rate for the term of 1 year
is Investec Bank of 2 Gresham Street. London. 30 Gresham St,
London EC2V 5QP, UK.

The rate of interest payable for the term is 1.55%

This means your deposit of £5500 would be worth £5596.25 in one year's time

To activate this application reply: **Accept**

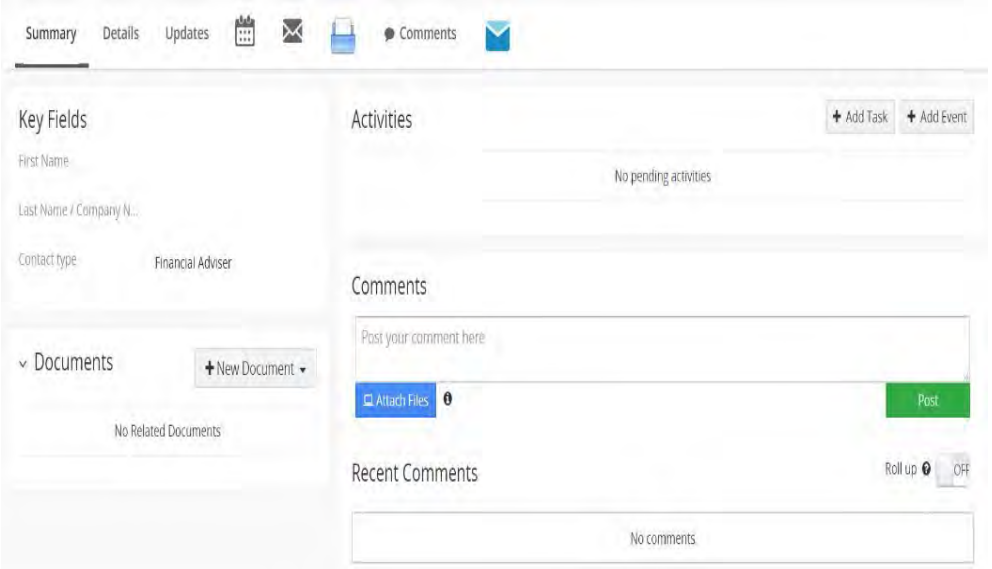
To change this, please login to your secure account via: ***https://retirement.capital***

The member receives an application, which is signed and submitted. Once the account is open, the client activates payment and the value appears, with the product terms in place on the client's dashboard.

Regulated and Wrapper Funds

Funds provided by Financial Advisors as part of a managed investment portfolio which offer API can be added to your dashboard.

The valuation and investment instructions to your financial advisor, together with instructions can be activated through authorisation of your financial advisor to the CRM system.



When combined with your other holdings, this is reflected within your retirement forecast and income position.

PART 5
WITHDRAWALS

Under phase one, members can initiate pension withdrawals through their platform account. All pensioners will be required for new and additional withdrawal requests.

This creates a task on the CRM system and activates payment process, and subsequent validation of payment to the member.

Member data held in the CRM system is uploaded to Sage Payroll and payment streams are run on a weekly basis, with collection and remittance of tax directly to HMRC via RTI delivery.

▾ Pension Data

Member Name Import	Alex Bondar	MPAA Triggered?	Yes
PAYE Administrator	External / Other	Tapered Annual Allowance	No
Employer PAYE Reference		Lifetime Allowance Protection	n/a
Accounts Office Reference		Total Tax Free Cash Paid	1000
Tax Code	345l	Total Lifetime Allowance Used	16.11
Online Activated	Yes	Pension Sharing Order?	No
Pension Type	Flexi-Access Drawdown	Total Amount Crystallised by BCEs	£ 0.00
Next Pension Review Date	05-02-2021	Total Drawdown Crystallised by BCE	£ 0.00
Pension Payment Frequency	Monthly	Current Drawdown Fund	£ 190,000.00
Gross Pension	10000	Crystallised %	100.00
Net Pension	8000	Uncrystallised %	0.00
Tax Due	2000	BCE History[Date/Event/Amount/Crystallised]	The member is entitled to take £41500 as a tax free lump sum payment as at 5 March 2020. Represented by 24.41%

PART 6
SYSTEMS AND SECURITY

We run on the Azure Cloud, which is a Microsoft cloud application and used by governments and major industry. Azure meets a broad set of international and industry-specific compliance standards, such as ISO 25001, HIPAA, FedRAMP, SOC 1 and SOC 2.

We have strict limited access controls so only certain authorised can perform certain tasks and critical backup operations.

We operate with a SSL certificate and customers who use our applications and our website. SSL Certificates, which are small data files that digitally bind a cryptographic key to our details. When installed on a web server, it activates the padlock and the https protocol and allows secure connections from a web server to a browser.

Data is backed up continuously and we have inbuilt notifications so we are alerted early to any attempted infringements

We have a risk and recovery insurance policy in place for each and every customer to ensure data is protected and secure.

A copy of our technology insurance cover is available provided in our appendices.

PART 7
DELIVERIES

Retirement Capital is launched in phases.

Phase 1 permits the following functionalities:

Contributions to pension scheme account
HMRC scheme return
HMRC event reports
Pension accounting for tax returns
Returns to the Pensions Regulator
Reclaim tax relief on contributions
Access to online account
Online chat support
Monitor of the lifetime allowance
Retirement calculator
Contribution calculator reflecting current contribution status
Pension income withdrawal
Set up tax status and progress takeover
status and progress Transfer in of other
Pension benefits withdrawal
Pension transfer withdrawal
Auto contribute via integrated direct debit
Pensioner continuous GAD updates.
Ad hoc benefit withdrawal online and management
Integrated document storage facility for bank statements, trust documents, and member storage facility.

Core Investments

Cash Account with AIB
Deposit Account best market terms functionality
Employer related loan online with calculator and application
UK national property investment search selection functionality

Phase 2 – 3rd Quarter 2020

API integration to funds network accounts
Property manager portal integration for online property management
Mobile phone app of benefit statement and core scheme and membership data.

9. Business Structure

Retirement Capital is a partnership and consists of a scheme administrator, technology provider and developer.

Retirement Capital Partners

Registered Scheme Administrator – HMRC

RC Administration Limited
Registered Office 1a Park Lane, Poynton, Stockport, England, SK12 1RD

Technology Provider

Yellowtail Software S.A.
Ground floor, Block C The Boulevard Office Park, Searle St, Woodstock,
Cape Town, 7925, South Africa

UK Office

18 Soho Square

London

W1D 3QH

Data Processing Centre

Venture Wales

Pentrebach

Merthyr Tydfil

Wales

CF48 4DR

The following panels members provide financial and investment management services to customers

Stratagem Wealth Limited, 1 Park Ln, Poynton, Stockport SK12 1RD.

The Lost Coin Financial Planning, 5 Loveridge Ct, Frampton Cotterell, Bristol BS36 2NX

Equerry Investment Managers, 15 Old Bailey, Farringdon, London EC4M 7EF, United Kingdom

ALPHA This is a new service – your feedback (http://localhost:9250/contact/beta-feedback-unauthenticated) will help us to improve it.

RC ADMINISTRATION LIMITED

Administrator details

Administrator ID: A2001880

Change your pension scheme administrator details (https://www.gov.uk/register-as-pension-scheme-administrator/registered-psa-details)

Check for scheme administrator invitations (https://www.gov.uk/manage-pension-schemes/invitations/your-invitations)

Stop being a pension scheme administrator (https://www.gov.uk/manage-pension-schemes/stop-being-scheme-administrator)

Pension schemes

View your pension schemes (https://www.gov.uk/manage-pension-schemes/your-pension-schemes)

Apply to register a new pension scheme (https://www.gov.uk/manage-pension-schemes/overview/can-scheme-be-registered)

Get help with this page.

Certificate of professional indemnity insurance

RC ADMINISTRATION LIMITED

Certificate of professional indemnity Insurance

Policy number:	PL-PSC10002326234/00
Name of policy holder:	RC ADMINISTRATION LIMITED
Period of insurance:	From 01/05/2020 to 30/04/2021 both days inclusive.
	This policy is a Continuing cover policy
Insurer:	Hiscox Insurance Company Limited
Retroactive date:	01/05/2020
Level of cover:	£1,000,000

Signed on behalf of Hiscox Underwriting Limited as agent for the insurers

Bob Thaker
CEO, Hiscox UK

Notes:

(a) This insurance is subject to policy terms and conditions and any special terms notified to the Insured

Hiscox Underwriting Ltd of 1 Great St. Helen's, London EC3A 6HX is registered in England no. 02372789. Authorised and regulated by the Financial Conduct Authority.

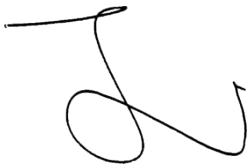
HISCOX
CYBERCLEAR®

Certificate of cyber and data insurance
RC ADMINISTRATION LIMITED

Certificate of cyber and data insurance

Policy number:	PL-PSC10002326234/00
Name of policyholder:	RC ADMINISTRATION LIMITED
Period of insurance:	From 01/05/2020 to 30/04/2021 both days inclusive
Level of cover:	£1,000,000

Signed on behalf of Hiscox Underwriting Limited as agent of the insurers



Bob Thaker
CEO
Hiscox UK

Notes:

(a) this insurance is subject to policy terms and conditions and any special terms notified to the insured

Data protection register - entry details

Registration number: ZA743823

Date registered: 01 April 2020
Registration expires: 31 March 2021

Payment tier: Tier 1

Data controller: Rc Administration Limited

Address:
1A
Park Lane
Poynton
Stockport
SK12 1RD

BACK TO SEARCH