

# Retirement .Capital

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*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 proprietary 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                  |
|---|-----------------------------------|------------------------------|
| <a href="#">Search all</a>                  | GET /search                       | Search Companies House       |
| <a href="#">Search company</a>              | GET /search/companies             | Search companies             |
| <a href="#">Search officer</a>              | GET /search/officers              | Search company officers      |
| <a href="#">Search disqualified officer</a> | GET /search/disqualified-officers | Search disqualified officers |

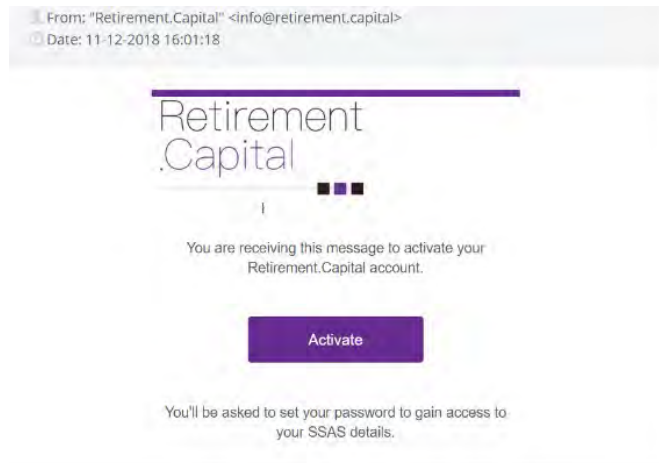
| Method              | HTTP Request                  | Description                       |
|---------------------|-------------------------------|-----------------------------------|
| <a href="#">get</a> | GET /company/{company_number} | Get the basic company information |

##### Filing history

| Method               | HTTP Request  | Description                           |
|----------------------|---|---------------------------------------|
| <a href="#">get</a>  | GET /company/{company_number}/filing-history/{transaction_id} | Get the filing history of the company |
| <a href="#">list</a> | 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.



### Web Agent API

Add open, standard digital signatures to your application.



### Local API

The most performant of the signature appliance's APIs.






### SOAP API

The DSA SOAP API provides signing and user management functions for the signature appliance.

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

Summary

Details



SELECT DOCUMENT TO SEND

Doc E - Services Agreement - 1 Member

Process

Related Placeholder to Respective Signee(s)

##M1SIGN##

-Select-

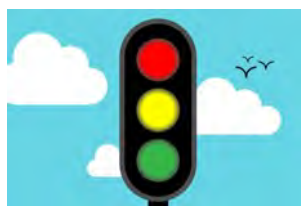
##SUPPSIGN##

docusign@retirement.capital

Send

## Scheme Registration

On completed signing, registration of the scheme with HMRC online services then takes place through our proprietary 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.

The screenshot shows a web form titled "Your new contribution". It contains the following text and elements:

- Text: "On an annual basis you can (in most cases) contribute £40,000.00:"
- Text: "Contributions made within this tax year" followed by "£36,380.00"
- Text: "Are you or your employer paying towards any other pension scheme?" followed by radio buttons for "Yes" and "No".
- Text: "Based on the information entered above, there is room for additional contributions within this tax year for the amount of: **£3,620.00**"
- Disclaimer box: "This tool is intended as a guide. It should not be relied on to make financial planning decisions. It is also intended only for people who do not wish to exercise carry forward provisions. It is also not intended for those persons who are high earners, which are broadly defined as having an adjusted income of over £150,000 for the tax year, and threshold income of over £110,000."
- Navigation buttons: "< Back" and "Next >"

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.



You can make contributions into your SSAS cash account by transferring the desired amount to:

John Pension Scheme

Sort Code: 23 83 96

Account number:

**Reference : State the first two main parts of your scheme name.**

**E.G. "Megan and Markle Pension Scheme" will be "Megan Markle" as a statement reference**

Once cleared, you will see the amount in your SSAS cash account the next working day. We will take care of the tax relief, if the payment is under relief at source. Otherwise, the tax relief will automatically be given against your self assessment, or against your corporation tax assessment if paid through from a company.

[< Back](#)

Close

The customer can access and perform a series of instructions



Use your SSAS as a loan to your company. A tax effective way for business funding.

Loan



Property in your name or that of your business, can be sold to your SSAS (part or all). Subject to valuation. The lease income is tax deductible.

Property



Access CrowdWithus.london for the latest property crowdfunding projects.

Crowdfunding



Access an Investment Manager for your SSAS.

Investment Manager



Invest in savings deposits for a fixed return.

Deposits



Access global stocks markets for online investing.

Stocks and Shares

[< Back](#)



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.

Your Loan

Provide us with the details of the new loan you want:

How much do you want to lend out?

£

Loan term (from 1 to 5 years)

1 to 5 Years

Repayment frequency

Monthly

What interest rate do you wish to charge?

minimum 1.75%

What will be the security for the loan?

Describe

Repayment amount:

£ 0.00

< Back

Apply

Invested in outstanding loan (s)

£70000.00

Test Loan 2

Loan amount:

£70000.00

Balance outstanding:

£70000.00

Valuation date outstanding balance:

28/04/2020

Interest rate:

3.00%

Repayment amount:

£70000.00

Repayment frequency:

Y

Final repayment date:

26/01/2025

Security:

Floating Charge

Your personal stake in this loan

£70000.00

< Back

Add a loan

## 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.

Total property value

£200000.00

Testschemeproperty

Address: 90 Main Street, Luton. L1 1AA

Value: £200000.00

Valuation date: 14/04/2020

Acquisition date: 14/04/2020


Rental income: £5000.00


Arrears: No

Your investment stake in this property: £200000.00

SEARCH FOR PROPERTY

1. Find a property on Zoopla  
2. Return here and apply to add it to your SSAS





Search property

< Back

Add property to your SSAS

## 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.

Simply state the amount and deposit term. All term deposits are FSCS protected.

How much do you want to deposit? 200000

What's the duration of the deposit? 1

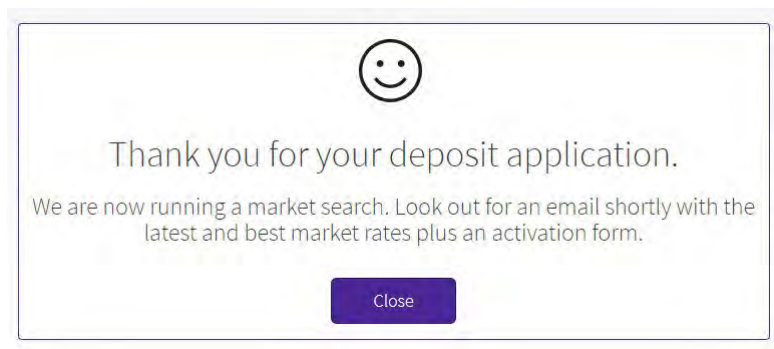
Calculate

Deposit calculation output:

From our search of all UK bank and building societies that qualify, the most favourable rate today for a term of 1 year is **United Trust Bank**  
The AER rate of interest payable is **1.95 %**.  
This means your deposit of **£ 200000** would be worth **£ 203,900.00** in 1 year's time.

Would you like to secure this rate?  
☒ Yes. Let's do this ☐ No thanks


< Back



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.

SummaryDetailsUpdatesCalendarMailPrintCommentsEnvelope

Key Fields

First Name

Last Name / Company N...

Contact typeFinancial Adviser

Documents

+ New Document

No Related Documents

Activities

+ Add Task+ Add Event

No pending activities

Comments

Post your comment here

Attach Files0Post

Recent Comments

Roll up0OFF

No comments

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                  | 345I                  | 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 \(http://localhost:9250/contact/beta-feedback-unauthenticated\)](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 \(https://www.gov.uk/register-as-pension-scheme-administrator/registered-psa-details\)](https://www.gov.uk/register-as-pension-scheme-administrator/registered-psa-details)

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

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

## Pension schemes

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

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

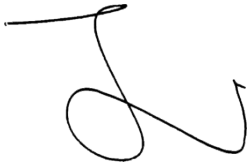
- (a) This insurance is subject to policy terms and conditions and any special terms notified to the Insured

**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

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**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

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[BACK TO SEARCH](#)

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