



Esther . &lt;esther@cranfords.biz&gt;

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**Fwd: Request to pre-register as a pension scheme administrator**

1 message

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**Peter Legge** <petelegge@gmail.com>  
To: Esther <esther@cranfords.biz>

20 June 2018 at 13:12

Hi Esther

Just following my last email, below and attached are what HMRC sent to me, but I assume that is for you to complete??

Kind regards

Pete

----- Forwarded message -----

From: &lt;katherine.rae@hmrc.gsi.gov.uk&gt;

Date: 19 June 2018 at 15:54

Subject: Request to pre-register as a pension scheme administrator

To: petelegge@gmail.com

Cc: pensions.administration@hmrc.gsi.gov.uk

Good afternoon

Thank you for your request to be registered as a pension scheme administrator in order to act as administrator of a pension scheme that was registered on Pension Schemes Online.

Please read the guidance at <https://www.gov.uk/guidance/pension-administrators-register-as-an-administrator> before completing the form. If you need to act for a scheme registered before 4 June and you do not already have an Admin ID in the format A0123456 then please complete the form.

Please find attached the registration pro-forma. You must complete all mandatory boxes. You can complete and return it to us by email, or you can print and post it to us. The instructions are on the form.

Before we can accept any of your personal information by email, we need written confirmation from you to allow HMRC to send and receive information by email. This is because data sent over the internet by e-mail is not secure and is at risk of compromise by unauthorised interception.

If you consent to receive and send information by email, please confirm in writing that you understand the risks involved. You can do this by email when you return the completed pro-forma to us.

(Please note that it is preferable to complete the Word document, save it and return it as a Word document. Scanned documents may exceed the file size limits.)

Once we have received the completed form and pre-registered you with an Admin ID we will send you instructions on what to do next.

Regards

Katherine Rae

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**PSO Administrator Pro-Forma.docx**

81K