



HM Revenue
& Customs

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Scheme registration status

Pension Schemes Services
HM Revenue and Customs
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Phone 0300 123 1079

Web www.gov.uk

Date 26 September 2022
Our Ref 20004548RS / APSS502

Transfer enquiry for Reptail Pension Scheme

We've received a request to confirm the registration status of your scheme to help a transferor scheme decide whether to make a transfer.

Before HM Revenue and Customs (HMRC) can respond to the request, we need to be sure there is not a significant risk of your scheme being set up or used to facilitate pension liberation. We've identified potential liberation indicators that we believe are displayed by your scheme and we've listed them below.

To help us with our additional checks into your scheme's registration status, send us the information on the attached schedule. We'll need to keep the documents you send us so please make sure you keep copies for your own records.

If you do not send us this information by 7 November 2022, we cannot confirm your scheme's registration status when responding to any registration status requests.

When we've completed our review we'll write to the transferring scheme but not to you. Please note that we cannot discuss with you which transferring schemes have asked for confirmation of your scheme's status, nor can we confirm details of the progress of the review.

Pension liberation indicators

We've identified the following potential pension liberation indicators:

- we have concerns about one or more of the following
 - the name of the scheme
 - the administrator
 - the establisher
 - the practitioner

Pension scheme migration

Migration of pension schemes to the managing pension schemes service will begin in 2022.

Please read our managing pension schemes newsletter to make sure you have enrolled for the service and taken the necessary steps in preparation to migrate all your pension schemes. Go to www.gov.uk and search for 'Managing pension schemes service newsletter – March 2021'.

Your rights and obligations

'HMRC Charter' explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/government/publications/hmrc-charter

Documents or information needed for Reptail Pension Scheme

- 1 A signed and dated paper copy of the complete scheme rules and any executed amendments to the scheme rules.
- 2 A signed and dated paper copy of the completed deed establishing the scheme and any executed amendments to that deed.
- 3 Copies of bank statements for the last 6 months for all accounts held by the scheme.
- 4 Confirm how many members the scheme has together with the name, address, National Insurance number and phone number of each member.
Tell us which of these members have gone into drawdown and provide their PAYE reference.
- 5 Give the following marketing and membership information:
 - details of the target membership
 - original copies of the marketing material
 - details of any web-based material
 - the full names, addresses and contact details of the introducers used
- 6 Give details of all investments in the last 12 months:
 - for each type of investment made and the amount of pension funds invested in each
 - the results or returns achieved for each investment
 - the management and maintenance fees incurred for each investment
 - for each investment send us a copy of the latest investment report issued to members giving information about returns, the performance of the investments and returns gross and net of management fees
 - why the preferred provider of the investment was chosen over other investment providers
 - investment opportunities
 - the full name, address and contact phone number for each investment provider
- 7 If the scheme establisher is an individual give their full name, address, contact phone number, National Insurance number and Self Assessment Unique Taxpayer Reference (UTR).
- 8 For each employer who is in the scheme give the following information:
 - full name
 - address
 - contact phone number
 - number of people employed
 - confirmation of whether they are registered for tax with HMRC
 - PAYE reference
 - VAT reference or a statement that the business is not VAT registered
 - corporation tax reference (if they are a company)
 - partnership tax reference (if they are an LLP or a partnership)
 - Self Assessment tax reference (if they are a sole trader)
- 9 The number of transfers received within the last 12 months, and the combined value.
The number of pending transfers, the estimated combined value, the name and National Insurance number of each member with a pending transfer.
- 10 The full name, contact address and contact phone number of all:
 - other persons involved in the administration of this pension scheme, including all trustees
 - persons who gave advice relating to the setting up of the pension scheme