

Scheme Return

What is the Scheme Return?

From April 2005 it is a legal requirement for all trustees of all registered pension schemes (or managers of all non-trust based registered pension schemes) to complete a scheme return and send it to the regulator. The information provided will be used by the regulator:

- to make sure the information it holds is accurate;
- to calculate levies due from pension schemes; and
- in the regulation of pension schemes.

Failure to submit a completed scheme return by the date specified in the scheme return notice can result in the trustees or managers of the scheme being fined. If you provide false or misleading information, you will be committing a criminal offence.

What to do next and help with the Scheme Return

Please complete the scheme return following the instructions provided in 'Completion guidance' on the right.

If you need more help you can contact us:

**Phone: 0845 600 5666 and select option 2
9am to 5.30pm, Monday to Friday
Please note that all calls to and from
the Pensions Regulator may be recorded
for quality and monitoring purposes.**

Email: exchange@thepensionsregulator.gov.uk

You will have been sent a scheme return notice in the form of a letter or email by the regulator informing you that you need to complete a scheme return. You must complete the scheme return and send it back to reach us by the date shown in the scheme return notice. If you have concerns about getting the completed scheme return back to the Pensions Regulator by the deadline given, please contact us as soon as possible.

Where to send your completed form

Send the scheme return and any additional sheets to:

Scheme Information Management Team
The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

Completion guidance

Please use black ink to complete the form. Write clearly and only in CAPITAL LETTERS.

Please complete all relevant questions in full. If a question does not apply to the scheme, please leave it blank. Do not write 'n/a'. If an answer to a question is the same as a previous question, please write the answer in full. For example, do not write 'as above'.

Where a question provides a list of options, please tick the appropriate option(s).

Example:

Are there any custodians of the scheme assets?

No - go to 12
Yes - give details below.

When a question asks for information relating to numeric data use numerals in your response. For example, one million pounds should be written as £1,000,000, not £1m; average age should be written as 55, not fifty-five; where an answer is zero it should be written as 0.

All financial information should be given in British Pounds (GBP) and so converted beforehand where necessary.

You are advised to keep a copy of the completed form for your records.

Data Protection statement

The Pensions Regulator is a data controller under the Data Protection Act. It holds information for the reasons given to the Information Commissioner, and may use the information for any of these reasons.

The Pensions Regulator may receive information about you from others, or may give information to others, but it can only do this in accordance with the law.

The Pensions Regulator may check information it receives about you with what it already holds on its records. This includes information that you have provided as well as that given by others, such as government departments. We will not give information to anyone outside the Pensions Regulator unless the law allows us to do so.

0 Scheme return contact

0.1 Contact details if we have questions about this scheme return

Title

First name(s)

Surname

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Email address

Telephone number

0 Levy contact

0.2 Contact details if we have questions about the scheme levy

Title

First name(s)

Surname

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Email address

Telephone number

Part 1: About the scheme

1 Scheme name and address

1.1 Full name of scheme

1.2 Address of scheme

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

Country

2 Registration and approval details

2.1 HMRC Pension Scheme Tax Reference (where available)

2.2 Pension Schemes Registry number

3 Scheme status

3.1 What is the current status of the scheme?

Tick one status only and provide the relevant date.

Open

Closed to new entrants
Date closed

Paid up (frozen)
Date paid up

Winding up
Date winding up commenced

Wound up
Date winding up completed

3.2 Scheme year-end date

3.3 Date scheme year-end applicable

4 Membership details

4.1 Membership – 1 April 2009 to 31 March 2010

Complete this table with the number of members in the pension scheme for each of the categories given. These should be as at the Scheme year-end between 1 April 2009 and 31 March 2010. Only count each member once, as defined in section 124 of the Pensions Act 1995.

Priority for apportioning members is:

1. Active member
2. Deferred member
3. Pensioner member

For example, if a member has both an active and a deferred member record, only count them once as an active member.

DC

Active members	<input type="text"/>
Deferred members	<input type="text"/>
Pensioner members	<input type="text"/>
Total members	<input type="text"/>

Date of the scheme year end applicable for the above figures

D	D	M	M	Y	Y	Y	Y
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4.2 Membership – 1 April 2010 to 31 March 2011

Complete this table with the number of members in the pension scheme for each of the categories given. These should be as at the Scheme year-end between 1 April 2010 and 31 March 2011. Only count each member once, as defined in section 124 of the Pensions Act 1995.

Priority for apportioning members is:

1. Active member
2. Deferred member
3. Pensioner member

For example, if a member has both an active and a deferred member record, only count them once as an active member.

DC

Active members	<input type="text"/>
Deferred members	<input type="text"/>
Pensioner members	<input type="text"/>
Total members	<input type="text"/>

Date of the scheme year end applicable for the above figures

D	D	M	M	Y	Y	Y	Y
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5 Member age profiles

5.1 Member age profiles

Please provide the number of active and deferred members which fall into each of the age groups. Please do not include any pensioner members in these figures.

50 to 59

60 and over

5 Small scheme details

5.2

TO BE COMPLETED BY SCHEMES WITH 11 OR FEWER MEMBERS ONLY

Some small schemes are exempt from some of the requirements contained in pensions legislation. The exemptions depend on the membership of the scheme and the way in which decisions can be made by trustees. Please answer the questions below, which will assist in identifying whether the exemptions apply. Where it appears that exemptions apply, trustees should consider obtaining appropriate advice as to their remaining obligations under pensions legislation.

Please select the appropriate answer to the following statements:

Membership

This scheme has no more than 11 members.

- No
 Yes

Trusteeship

All members are appointed as trustees to the scheme,

Or

All members are directors of the company which is the sole trustee of the scheme.

- No
 Yes

Decisions

The scheme's provisions provide that any decisions to be made by the trustee(s) are made by unanimous agreement of the trustees who are members of the scheme / directors of the corporate trustee who are members of the scheme (as applicable)

Or

The scheme has a trustee / corporate trustee has a director (as applicable) who is independent in relation to the scheme for the purposes of section 23 of the Pensions Act 1995 and is registered on the Regulator's trustee register.

- No
 Yes

Part 2: Scheme trustees and Insurers

This section is about trustees, advisers and service providers that are appointed to the scheme. You may be required to supply documentary proof of the appointment at a later date.

6 Trustee details	
6.1	<p>Is the scheme written under trust?</p> <p><input type="radio"/> No - go to 8</p> <p><input type="radio"/> Yes - give details below</p>
<p>Give details of all the trustees for this scheme. Photocopy section 6 as many times as necessary. Make sure you number each sheet, 1 of 3 for example.</p>	
6.2	<p>Category of trustee</p> <p style="text-align: center;">Scheme trustee</p> <p style="text-align: center;"> <input type="text"/> of <input type="text"/> </p> <p> <input type="radio"/> Corporate trustee (non-professional) <input type="radio"/> Professional trustee (including corporate) <input type="radio"/> Statutory independent trustee <input type="radio"/> Appointed by the regulator trustee <input type="radio"/> Member-nominated trustee <input type="radio"/> Principal or participating employer <input type="radio"/> Employer-appointed trustee <input type="radio"/> Pensioner Trustee </p>
6.3	<p>Details of individual trustee</p> <p>Title</p> <p><input type="text"/></p> <p>First name(s)</p> <p><input type="text"/></p> <p>Surname</p> <p><input type="text"/></p> <p>Is this the chair of trustees?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
6.4	<p>Details of corporate trustee</p> <p>Name as stated on trust deed</p> <p><input type="text"/></p>
6.5	<p>Correspondence address for this trustee</p> <p>Address</p> <p>Line 1 <input type="text"/></p> <p>Line 2 <input type="text"/></p> <p>Line 3 <input type="text"/></p> <p>Line 4 <input type="text"/></p> <p>Line 5 <input type="text"/></p> <p>Postcode</p> <p><input type="text"/></p> <p>Country</p> <p><input type="text"/></p> <p>Email address (where available)</p> <p><input type="text"/></p> <p>Telephone number</p> <p><input type="text"/></p>

7 Insurance company details

7.1 Is there an insurance company for the scheme?

- No - go to 8
 Yes - give details below

Give details of all the insurance companies for this scheme. Photocopy section 7 as many times as necessary. Make sure you number each sheet. 1 of 3, for example.

7.2 Insurance company details

Insurance company

of

Name of firm

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

Country

Preferred email address

Telephone number (where known)

Insurance company's reference number for the scheme
(where known)

Does this insurer carry out the main administration of the scheme?

- No - go to 8
 Yes - go to 10

Please note: We only require details of the MAIN administrator of the scheme. If you have stated that an insurer carries out the administration you do not need to complete this page. If not, please complete only one of the two questions below.

8 Third party administrator details

- 8.1 Is there a third party administrator appointed to the scheme? No - go to 9 Yes - give details below

8.2 Third party administrator details

Name of firm

Address

Line 1	<input type="text"/>
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Line 2	<input type="text"/>
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Line 3	<input type="text"/>
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Line 4	<input type="text"/>
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Line 5	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Email address (where available)

Telephone number

9 In-house administrator details

- 9.1 Is there an in-house administrator appointed to the scheme? No - go to 10 Yes - give details below

9.2 In-house administrator details

Name of firm

Address

Line 1	<input type="text"/>
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Line 2	<input type="text"/>
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Line 3	<input type="text"/>
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Line 4	<input type="text"/>
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Line 5	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Email address (where available)

Telephone number

Part 3: Employer details

10 Employer relationships

Only answer this question if this is a multi-employer schemes (more than 1 current employer participating in the scheme)

Please select the relationship description which best describes the employers in this schemes

- The scheme is designed for employers that are part of the same corporate group or structure only.
- This is a Master Trust, designed for employers that are part of the similar industry, profession or affinity organisation (such as a trade body, business group etc).
- This is a Master Trust that does not require participating employers to be associated through a corporate group, industry, profession or affinity group.

11 Principal employer

11.1 Principal employer details

The principal employer is the employer named in the Trust Deed and Rules of the scheme as having special powers such as the power to appoint trustees, amend the scheme rules, or wind the scheme up.

Principal employer's name in full

11.2 Principal employer's registered address

Address

Line 1	<input type="text"/>
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Line 2	<input type="text"/>
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Line 3	<input type="text"/>
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Line 4	<input type="text"/>
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Line 5	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

11.3 Organisation type

- | | |
|---|--|
| <input type="radio"/> Private limited company | <input type="radio"/> Registered charity |
| <input type="radio"/> Public limited company | <input type="radio"/> College or education institution |
| <input type="radio"/> Limited liability partnership | <input type="radio"/> Overseas company |
| <input type="radio"/> Partnership | <input type="radio"/> Other |
| <input type="radio"/> Sole trader | |

11.4 Trading status

- | | |
|---|---|
| <input type="radio"/> Active | <input type="radio"/> In administration |
| <input type="radio"/> Active (proposal to strike off) | <input type="radio"/> In liquidation |
| <input type="radio"/> Dormant | <input type="radio"/> In receivership |
| <input type="radio"/> Liquidated or dissolved | <input type="radio"/> Company voluntary arrangement |

11.5 Contact details

Please provide an email address for the pensions contact at this employer. A group mailbox (eg pensions@company.com) is preferred over an individual's name (due to transient nature of employees within the workplace).

Email address

11.6 Employer identifiers

Companies House registration number
(where available)

Registered charity number
(where applicable)

12 Other participating employers

12.1	<p>Please provide details of all other participating employers here. Photocopy section 12 as many times as necessary. Make sure you number each sheet. 1 of 3, for example.</p> <p>If there are more than 12 participating employers, please contact the regulator for assistance.</p> <p>Details of all previous names of this employer should be provided, where applicable. Should the employer have more than one previous name, please provide details of one name here.</p> <p>The definition of 'employer' in relation to that Scheme/Section is set out in Section 318 of the Pensions Act 2004 and regulations made thereunder.</p>	<p>Additional employer</p> <p><input type="text" value="of"/></p> <p>Participating employer's name in full</p> <p><input type="text"/></p> <p>Address</p> <p>Line 1 <input type="text"/></p> <p>Line 2 <input type="text"/></p> <p>Line 3 <input type="text"/></p> <p>Line 4 <input type="text"/></p> <p>Line 5 <input type="text"/></p> <p>Postcode</p> <p><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/></p> <p>Country</p> <p><input type="text"/></p>
12.2	<p>Organisation type</p> <p> <input type="radio"/> Private limited company <input type="radio"/> Registered charity <input type="radio"/> Public limited company <input type="radio"/> College or education institution <input type="radio"/> Limited liability partnership <input type="radio"/> Overseas company <input type="radio"/> Partnership <input type="radio"/> Other <input type="radio"/> Sole trader </p>	
12.3	<p>Trading status</p> <p> <input type="radio"/> Active <input type="radio"/> In administration <input type="radio"/> Active (proposal to strike off) <input type="radio"/> In liquidation <input type="radio"/> Dormant <input type="radio"/> In receivership <input type="radio"/> Liquidated or dissolved <input type="radio"/> Company voluntary arrangement </p>	
12.4	<p>Contact details</p> <p>Please provide an email address for the pensions contact at this employer. A group mailbox (eg pensions@company.com) is preferred over an individual's name (due to transient nature of employees within the workplace).</p> <p>Email address <input type="text"/></p>	
12.5	<p>Employer identifiers</p> <p>Companies House registration number <input type="text"/> (where available)</p> <p>Registered charity number <input type="text"/> (where applicable)</p>	

13 Previous employers

13.1 Provide details of all employers that have ceased to participate in the scheme (if available). Photocopy section 13 as many times as necessary. Make sure you number each sheet. 1 of 3, for example.

Please provide these details for all employers involved in the scheme since 6 April 1975. If there are more than 12 previous employers, please contact the regulator for assistance.

Details of all previous names of this employer should be provided, where applicable. Should the employer have more than one previous name, provide details of the most recent name change here.

Previous employer

Last known name

Employer type

- Previous principal employer
- Previous participating employer

Last known address

Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Line 5	<input type="text"/>

Postcode

Country

Date this employer ceased to participate in the scheme

Part 4: Declaration

14 Scheme trustee/manager representative's declaration

To be completed by a person authorised to represent the scheme trustees or manager (for non-trust based schemes).

I declare that:

- I am authorised to submit the scheme return on behalf of the scheme trustees/scheme manager (non-trust based schemes)
- The scheme trustees/manager are aware of the information supplied on this form
- The information supplied on this form is true and correct to the best of my knowledge
- The scheme trustees/manager are aware that the levy-specific data will be used to calculate certain levies for this scheme, where appropriate.

Title

First name(s)

Surname

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Please be aware that it is a criminal offence under section 195 of the Pensions Act 2004 to knowingly or recklessly supply false or misleading information on this form.