

Appointing a trustee to your pension scheme

Purpose of this form

Use this form when you want to ask us to appoint a new trustee to your pension scheme. The information you provide in this form will give us valuable background information about the scheme and help us select the most appropriate trustee.


Please note that we may send this form to the trustee that we appoint.

Completion of this form and accompanying documents


Please complete the form in dark ink and write in BLOCK CAPITALS.

Failure to complete the form fully or provide the relevant documents may result in a delay to your application.

Reference number

1 Scheme details							
1.1	Pension scheme name <input type="text"/>						
1.2	Scheme type <input type="radio"/> Defined contribution <input type="radio"/> Final salary <input type="radio"/> SSAS <input type="radio"/> Insured <input type="radio"/> Earmarked <input type="radio"/> Self-administered						
1.3	Scheme status <input type="radio"/> On-going <input type="radio"/> Frozen or paid up <input type="radio"/> Winding up At date <input type="text"/> / <input type="text"/> / <input type="text"/>						
1.4	Does this scheme have an IFA? <input type="radio"/> No <input type="radio"/> Yes  Please give the IFA's name and address in section 6 Further information.						
1.5	Number of members Give the number of active, deferred and pensioner members. <table border="0" style="margin-left: 20px;"> <tr> <td>Active members</td> <td><input type="text"/></td> </tr> <tr> <td>Deferred members</td> <td><input type="text"/></td> </tr> <tr> <td>Pensioner members</td> <td><input type="text"/></td> </tr> </table>	Active members	<input type="text"/>	Deferred members	<input type="text"/>	Pensioner members	<input type="text"/>
Active members	<input type="text"/>						
Deferred members	<input type="text"/>						
Pensioner members	<input type="text"/>						

1 Scheme details continued

1.6	Age of members	Number of members aged under 50 <input type="text"/>	Number of members aged 50 or over <input type="text"/>
1.7	Does the scheme retain contracted out benefits?	<input type="radio"/> No <input type="radio"/> Yes On what basis? <input type="radio"/> GMP <input type="radio"/> Protected rights	
1.8	Are there any urgent death benefits to be settled?	<input type="radio"/> No <input type="radio"/> Yes	
1.9	Are benefits for male and female members equalised for service after 17 May 1990?	<input type="radio"/> No <input type="radio"/> Yes	
1.10	Has any member requested payment of their normal retirement pension?	<input type="radio"/> No <input type="radio"/> Yes	
1.11	Has any member requested a transfer payment?	<input type="radio"/> No <input type="radio"/> Yes	
1.12	Value of fund	Full value of fund £ <input type="text"/>	At date <input type="text"/> / <input type="text"/> / <input type="text"/>
		Individual value of fund for single member appointments (if applicable) £ <input type="text"/>	At date <input type="text"/> / <input type="text"/> / <input type="text"/>
1.13	Does the fund have either a surplus or deficit?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Surplus <input type="radio"/> Deficit Amount £ <input type="text"/>	
1.14	Are all contributions or premiums paid to date?	<input type="radio"/> No Please give the approximate value of the outstanding amounts. £ <input type="text"/> <input type="radio"/> Yes	
1.15	Is there a separate AVC scheme?	<input type="radio"/> No <input type="radio"/> Yes	
1.16	Do the scheme assets include property?	<input type="radio"/> No <input type="radio"/> Yes  Please give details of property address, property manager and valuation in section 6 Further information.	

1 Scheme details continued

- 1.17 Are all assets invested with or managed by an insurance company? No Yes
 Please give details of all assets not invested with or managed by an insurance company in section 6 Further information.
- 1.18 Does the insurer hold any members' addresses? No Yes
- 1.19 Are there any management charges to this scheme, such as administrative or investment charges? No Yes
 Annual charge
 £
- 1.20 Are you aware of any legal or actuarial issues that a new trustee should be aware of? No Yes
 Please give details in section 6 Further information.
- 1.21 Have any complaints about this scheme been made to OPAS or the Pensions Ombudsman? No Yes
 Please give details in section 6 Further information.

2 Employer's details

- 2.1 Employer's name
- 2.2 Employer's trading address (if different from registered address)

 Postcode
- 2.3 Company registration number
- 2.4 Current trading status
- 2.5 Are there any participating employers in the scheme? No Yes
 Please give details in section 6 Further information.

3 Trustee details

Does this scheme currently have trustees?

- No
 Yes

Please give details

Trustee 1

Name

Last known address

Postcode

Date last contacted

 / /

Trustee 2

Name

Last known address

Postcode

Date last contacted

 / /

Trustee 3

Name

Last known address

Postcode

Date last contacted

 / /

7 Signature

The form must be signed by a trustee, administrator or manager.

Signature

X

Name of organisation

Date

/ /

What to do next

When you send us this form, please make sure you have enclosed copies of the following documents:

- Establishing trust deed, Establishing exchange letter or Establishing resolution
- Amending trust deed, Amending exchange letter or Amending resolution
- Scheme rules
- Amendments to scheme rules
- T4 member application form or T5 third party application form (if applicable)

Send the completed form and enclosed documents to:

The Pensions Regulator

Napier House

Trafalgar Place

Brighton BN1 4DW

Data protection statement

The Pensions Regulator is a data controller under the Data Protection Act. We hold information for the reasons we have given to the data protection commissioner and may use the information for any of these reasons.

We may receive information about you from others or may give information to others. If we do give information to anyone outside the Pensions Regulator, it will only be as the law allows – maintaining a register of pension schemes, to assist with the provision of a pension-tracing service and also to fulfil our regulatory functions.

We may check information we receive about you with what we already have in our records. This includes information that you have given us as well as others, such as government departments.

