

The Pensions Regulator's Trustee Register corporate* application form (COR1)

The Pensions Regulator

For corporate applications only - In addition to completing this application form, please include the necessary accompanying documents outlined in the attached checklist at the end of this form.

1. Applicant's details – general information on the applicant

1.1 Corporate applicant's name (in full), registered company number and registered office address (if applicable).	Corporate applicant's name:
	Registered company number:
	Registered office address:
1.2 Provide the address of the premises in the United Kingdom from which the applicant conducts its business as a trustee of occupational pension schemes.	Address:
1.3 Complete the attached Key Person and Officer† form (COR2) .	Please tick to confirm attached <input type="checkbox"/>
1.4 Provide the contact details of your key principal contact for The Pensions Regulator	Name:
	Position:
	Address:
	Email:
	Tel:
1.5 Provide the amount (%) of your annual turnover that is related purely to pension trustee work.	%
1.6 Attach an organisation chart outlining the management structure of the applicant and its group‡ (if applicable).	Organisation chart attached <input type="checkbox"/>

* Any applicant that is a partnership, LLP or Company.

† See the guidance notes on The Pensions Regulator's Trustee Register webpage for its views on these definitions.

‡ The Pensions Regulator interprets 'group' consistently with section 1159 of the Companies Act 2006.

<p>1.7 Supply copies of your full audited (or subject to audit) accounts for the previous three financial years (where these are not publically available).</p> <p>If you do not have accounts which are audited or subject to audit, provide copies of your accounts or statement of income and expenditure produced to accompany your tax return to the Inland Revenue for the same period.</p>	<p>Relevant accounts are publicly available <input type="checkbox"/></p> <p>Full audited (or subject to audit) accounts attached <input type="checkbox"/></p> <p>Accounts/statement of income and expenditure provided <input type="checkbox"/></p>
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2. Corporate experience

<p>2.1 Complete the attached Corporate experience form (COR3). Each Key Person must also complete the relevant section in this.</p>	<p>Corporate experience form completed <input type="checkbox"/></p> <p>Each Key Person completed relevant section <input type="checkbox"/></p>
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3. Fit and proper

<p>3.1 A Fit and Proper form (COR4) must be completed by each Key Person and each Officer.</p>	<p>Fit and Proper forms attached <input type="checkbox"/></p>
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The corporate applicant also needs to answer the following questions:

<p>3.2 How many IDR, TPAS or Pensions Ombudsman complaints have you received/are aware of in the last 5 years relating to, or arising out of or in connection with, your work as an occupational pension scheme trustee?</p>	Number of complaints:		
	IDR	TPAS	PO

<p>3.3 If you have received/are aware of any such complaints (see question 3.2 above), in respect of each, provide the date it was first made, the name of the complainant, the scheme, the nature of the complaint and the outcome (if any).</p>	Date	Complainant	Scheme	Nature of complaint	Outcome
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<p>3.4 Are you, or have you ever been, the subject of any regulatory/governmental body investigation or intervention?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', provide details of when any such investigation commenced, the matters investigated and the outcome (if any):</p>		
	Commencement date	Matters investigated	Outcome

<p>3.5 Aside from family proceedings, are you, or have you ever been, the subject of any civil proceedings, or received any pre-action protocol letter(s) or other letters indicating that such action might be taken against you?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', provide the date that any such proceedings commenced or letters were received, the matters in issue and the outcome (if any):</p>		
	Date	Matters in issue	Outcome
<p>3.6 Have you ever suffered an insolvency event, as defined in sub-sections 121(2), (3) and (4) of the Pensions Act 2004 (for LLP applicants, review sub-section 121(3), substituting 'LLP' for company)?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', identify the event(s) and provide the dates upon which it/they occurred:</p>		
	Event		Date
<p>3.7 a). Are you, or have you ever been, the subject of any proceedings leading up to or referring to any event referred to in question 3.6 above (including receipt of a statutory demand)?</p> <p>b). Are you, or have you ever been, involved in any negotiations/compromises with your creditors?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', tell us when the proceedings commenced or demand was sent, the issues raised in these and the outcome:</p>		
	Date proceedings commenced	Issues raised	Outcome
	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', provide details and the outcome:</p>		
	Details of negotiations/compromises with creditors		Outcome

3.8 Have you ever been convicted of, or cautioned in respect of, any criminal offence (excluding convictions that are spent with the meaning of the Rehabilitation of Offenders Act 1974 and any offences that were dealt with by way of a fixed penalty notice)?

Yes: No:

If 'Yes', provide the dates of any such conviction(s) and/or caution(s), the case number, identify the offence and, if applicable, the penalty/fine/sentence imposed:

Date	Case no	Offence
Penalty	Fine	Sentence imposed

<p>3.9 Has a trustee appointment held by you been terminated or have you resigned or been asked to resign from a trustee appointment due to:</p> <ul style="list-style-type: none"> (i). Negligence or misconduct; (ii). Conflicts of interest; (iii). Fees or costs incurred; (iv). Lack of progress; or (v). Unspecified reasons. 	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', provide details:</p>
<p>3.10 Have you faced disciplinary action from any professional or governing body as a result in whole or in part of any negligence or misconduct (whether or not this resulted in formal action being taken against you)?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', provide details:</p>
<p>3.11 Describe how you ensure that all of your staff involved in trustee work have the necessary knowledge and understanding to undertake this work.</p>	
<p>3.12 Have you been unable to fulfil your trustee duties (in whole or part) for a period greater than 3 consecutive months?</p>	<p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If 'Yes', please indicate when this occurred and the reason for it:</p>
<p>3.13 How do you ensure that any conflicts of interest which arise (or might arise) in relation to or following any trustee appointment are identified, avoided or managed?</p>	
<p>3.14 Describe how you ensure that any of your staff involved in trustee work understand what a conflict of interest is, how conflicts might arise and the options for avoiding or managing these.</p>	

<p>3.15 If different from the information provided in response to question 1.7 above, provide copies of your full audited (or subject to audit) accounts in respect of your occupational pension scheme trustee work for the previous three financial years.</p> <p>If you do not have accounts which are audited or subject to audit, provide copies of your accounts or statement of income and expenditure in respect of your occupational pension scheme trustee work produced to accompany your tax return to the Inland Revenue for the same period.</p> <p>In addition, attach details of any income/expenditure in respect of your trustee work that does not appear in your accounts.</p>	<p>Information already provided in Q1.7 <input type="checkbox"/></p> <p>Full audited (or subject to audit) accounts attached <input type="checkbox"/></p> <p>Accounts/statement of income and expenditure provided <input type="checkbox"/></p> <p>Income/expenditure details that do not appear in accounts provided (if applicable) <input type="checkbox"/></p>
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4. Administrative and accounting procedures

<p>4.1 Describe your processes for taking and reviewing key business decisions which should include procedures and controls for managing key business decisions (for example ensuring they are duly recorded and, where necessary, properly authorised).</p>	
<p>4.2 Describe how director conflicts of interests/duties are understood, identified, recorded, monitored and managed in relation to the applicant's own business.</p>	
<p>4.3 Describe your business' approach for identifying, evaluating, managing and monitoring key business risks.</p>	
<p>4.4 Describe the key administrative processes and procedures of your own business' operations which ensure affairs are properly managed, including those related to the acceptance of new business, financial management, training and outsourcing arrangements.</p>	

<p>4.5 Describe how delegated authorities and procedures are clearly documented, including delegations to third parties.</p>	
<p>4.6 Describe how statutory reporting and disclosure requirements for the applicant's business affairs are understood and adhered to.</p>	
<p>4.7 Describe the process your business operates to ensure Key Persons and Officers have relevant experience and knowledge and how this is maintained.</p>	
<p>4.8 Describe how the roles, responsibilities and duties of Officers and Key Persons are documented and also subject to ongoing performance review.</p>	
<p>4.9 Describe the procedures in place:</p> <ul style="list-style-type: none"> • to identify changes in Key Persons and Officers; • to notify the regulator of any identified changes; and <p>to ensure Key Persons and Officers complete and submit to the regulator the annual statement regarding their fitness and propriety.</p>	
<p>4.10 In relation to scheme appointments, how would you ensure that accurate and complete member and financial records are maintained? Outline data and financial management controls you would expect the scheme administrator (whether in-house or outsourced) to operate. This should include controls relating to the collection of contributions, benefit calculations and financial reporting.</p>	
<p>4.11 In relation to scheme appointments, detail the processes for selecting and appointing scheme advisers (administrators, investment managers and auditors etc) and the controls for assessing the quality of the service provided following appointment.</p>	

<p>4.12 In relation to new business, describe how, prior to accepting new business, the risks identified with it are identified, recorded, assessed and addressed including (but not limited to) whether there:</p> <ul style="list-style-type: none"> • is a sufficient understanding of the new business; • is capacity and personnel (including cover) to undertake the new business; • is sufficient competency to undertake the new business; and • are the appropriate systems in place to cope with the new business, <p>all in the light of the issues facing the scheme and its size.</p>	
<p>4.13 In relation to scheme appointments, describe your processes and procedures for ensuring that the scheme is run in accordance with constitutional documents (trust deed and rules and contracts etc) and regulatory framework (including compliance with codes of practice and other regulatory material).</p>	
<p>4.14 In relation to scheme appointments, describe your procedures for ensuring that all reporting requirements (including disclosures to members) are fulfilled.</p>	
<p>4.15 In relation to scheme appointments, outline your approach to establishing and ensuring that the scheme operates adequate internal controls.</p>	
<p>4.16 How do you ensure scheme assets are safeguarded from misappropriation? Describe the controls you operate to ensure the safe custody of scheme assets.</p>	
<p>4.17 Describe how you ensure that the fees and expenses are completely and accurately recorded in the proper period.</p>	
<p>4.18 Describe the safeguards in place to maintain the continuity and the integrity of computerised systems and information technology including disaster recovery plans and system controls.</p>	

<p>4.19 In relation to scheme appointments, what procedures would you put in place to maintain business continuity and provision of service in the event of any changes in Key Persons or Officers?</p>	
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5. Indemnity insurance

<p>5.1 Provide a copy of your current professional indemnity insurance certificate. If your certificate does not do so, provide a letter from the appropriate insurance broker(s) confirming that your policy meets all of the regulator's requirements[§].</p>	<p>Indemnity insurance certificate provided <input type="checkbox"/></p> <p>Letter confirmation provided (if applicable) <input type="checkbox"/></p>	
<p>5.2 What is the policy excess (if applicable)? Explain how the resources in your business are sufficient to meet its full value.</p>	<p>£ Policy excess</p> <p>Explanation:</p>	

We may contact you for further details in relation to any information supplied on this application form.

Information received in this application will be used for searches in connection with the compiling and maintenance of our Trustee Register. All information will be processed in line with the Data Protection Act 1998 and our Fair Processing Notice (see www.thepensionsregulator.gov.uk/docs/fair-processing-notice.pdf).

Now read and sign the declarations on the next pages. Note that the first of these needs to be signed for and on behalf of the applicant. The following two need to be signed by each Key Person and each Officer, as applicable.

Ensure that you have completed the checklist at the end of this form and supplied all the requested documentation.

[§] See guidance on The Pensions Regulator's Trustee Register webpage [link to be confirmed]

6. Signatures and declarations

You must read and sign the declarations below before your application can be processed.

Applicant

The applicant confirms that it is not the subject of a prohibition order made under section 3 of the Pensions Act 1995.

The applicant confirms that it is not the subject of a suspension order made under section 4 of the Pensions Act 1995.

The applicant confirms that it is not disqualified from being a trustee of any trust scheme on any of the grounds set out in subsection (1) of section 29 of the Pensions Act 1995, by virtue of being subject of an order made under subsection (3) or (4) of that section.

The applicant agrees to have its fees and costs scrutinised by an independent adjudicator and to be bound by that adjudicator's final adjudication as to its fees and costs.

The applicant agrees to The Pensions Regulator disclosing its name, business address and the areas of trustee work in which it specialises on the version of the trustee register which is to be publicly available.

The applicant agrees to comply, as soon as reasonably practicable, with reasonable requests of The Pensions Regulator to provide information to The Pensions Regulator.

The applicant agrees to inform The Pensions Regulator as soon as is reasonably practicable if it becomes disqualified under section 29 of the Pensions Act 1995.

It is accepted by the applicant that The Pensions Regulator will hold the information provided by the applicant in the exercise of its functions and that it will be used by The Pensions Regulator for the purposes of, or for any purpose connected with or incidental to, the exercise of its functions.

The applicant certifies that the information it has provided in this form is accurate and complete and, in accordance with section 80 of the Pensions Act 2004, acknowledges that it would be a criminal offence for the applicant to knowingly or recklessly provide this information to The Pensions Regulator if it is false or misleading in a material particular. The applicant also acknowledges that the provision of inaccurate information may be used by The Pensions Regulator as a reason to refuse registration or remove from the register, as applicable.

The applicant certifies that the information provided by its Key Persons and Officers (if applicable) is true to the best of its knowledge, information and belief.

The applicant confirms that it has provided all information that is or might be relevant to The Pensions Regulator's assessment of the Conditions (as defined in The Pensions Regulator's guidance on its website [link to be confirmed]), including information that may be adverse to its application and acknowledges that full disclosure is required by it, notwithstanding that some information may already be in the public domain.

It is acknowledged and agreed by the applicant that any acceptance on to the Trustee Register does not represent, and is not to be represented as being, an endorsement or approval by The Pensions Regulator of any services provided by the applicant.

The applicant agrees to inform The Pensions Regulator of (1) any changes to its Key Persons or Officers, or (2) any new information relevant to questions 5.1 - 5.2 inclusive or (3) any new information relevant to questions 3.2. - 3.14 inclusive, within 10 working days of the changes occurring or the new information becoming known to the applicant.

The applicant agrees that The Pensions Regulator may check the information it provides against (1) information which is already held by The Pensions Regulator; and/or (2) information subsequently obtained by The Pensions Regulator; and/or (3) information from other sources.

The applicant acknowledges that The Pensions Regulator will assess the applicant's suitability for registration/remaining on the Trustee Register on the basis of the information provided in this form and any other information that The Pensions Regulator considers relevant.

Signed for and on behalf of applicant
Print name
Position
Date

Each Officer

Each Officer confirms that he/she is not the subject of a prohibition order made under section 3 of the Pensions Act 1995.

Each Officer confirms that he/she is not the subject of a suspension order made under section 4 of the Pensions Act 1995.

Each Officer confirms that he/she is not disqualified from being a trustee of any trust scheme on any of the grounds set out in subsection (1) of section 29 of the Pensions Act 1995, by virtue of being subject of an order made under subsection (3) or (4) of that section.

It is accepted by each Officer that The Pensions Regulator will hold the information provided by him/her in the exercise of its functions and that it will be used by The Pensions Regulator for the purposes of, or for any purpose connected with or incidental to, the exercise of its functions.

Each Officer certifies that the information he/she has provided as part of this application is accurate and complete and, in accordance with section 80 of the Pensions Act 2004, acknowledges that it would be a criminal offence for him/her to knowingly or recklessly provide this information to The Pensions Regulator if it is false or misleading in a material particular. Each Officer also acknowledges that the provision of inaccurate information may be used by The Pensions Regulator as a reason to refuse registration or remove from the register, as applicable.

Each Officer confirms that he/she has provided all information that is or might be relevant to The Pensions Regulator's assessment of the relevant Conditions (as defined in The Pensions Regulator's guidance on its website [link to be confirmed]), including information that may be adverse to the application and acknowledges that full disclosure is required by him/her, notwithstanding that some information may already be in the public domain.

Each Officer acknowledges and agrees that any acceptance on to the Trustee Register does not represent, and is not to be represented as being, an endorsement or approval by The Pensions Regulator of any services provided by him/her.

Each Officer agrees to inform The Pensions Regulator of any new information relevant to questions 1 – 13 inclusive of his/her fit and proper form, within 10 working days of the new information becoming known to him/her.

Each Officer agrees that The Pensions Regulator may check the information he/she provides against (1) information which is already held by The Pensions Regulator; and/or (2) information subsequently obtained by The Pensions Regulator; and/or (3) information from other sources.

Each Officer acknowledges that The Pensions Regulator will assess the applicant's suitability for registration/remaining on the Trustee Register on the basis of the information provided in this form and any other information that The Pensions Regulator considers relevant.

Signature
Print name
Position
Date

Signature
Print name
Position
Date

Signature
Print name
Position
Date

Signature
Print name
Position
Date

Signature
Print name
Position
Date

Each Key Person

Each Key Person confirms that he/she is not the subject of a prohibition order made under section 3 of the Pensions Act 1995.

Each Key Person confirms that he/she is not the subject of a suspension order made under section 4 of the Pensions Act 1995.

Each Key Person confirms that he/she is not disqualified from being a trustee of any trust scheme on any of the grounds set out in subsection (1) of section 29 of the Pensions Act 1995, by virtue of being subject of an order made under subsection (3) or (4) of that section.

It is accepted by each Key Person that The Pensions Regulator will hold the information provided by him/her in the exercise of its functions and that it will be used by The Pensions Regulator for the purposes of, or for any purpose connected with or incidental to, the exercise of its functions.

Each Key Person certifies that the information he/she has provided as part of this application is accurate and complete and, in accordance with section 80 of the Pensions Act 2004, acknowledges that it would be a criminal offence for him/her to knowingly or recklessly provide this information to The Pensions Regulator if it is false or misleading in a material particular. Each Key Person also acknowledges that the provision of inaccurate information may be used by The Pensions Regulator as a reason to refuse registration or remove from the register, as applicable.

Each Key Person confirms that he/she has provided all information that is or might be relevant to The Pensions Regulator 's assessment of the relevant Conditions (as defined in The Pensions Regulator's guidance on its website [link to be confirmed]), including information that may be adverse to the application and acknowledges that full disclosure is required by him/her, notwithstanding that some information may already be in the public domain.

Each Key Person acknowledges and agrees that any acceptance on to the Trustee Register does not represent, and is not to be represented as being, an endorsement or approval by The Pensions Regulator of any services provided by him/her.

Each Key Person agrees to inform The Pensions Regulator of any new information relevant to questions 1 – 13 inclusive of his/her fit and proper form, within 10 working days of the new information becoming known to him/her.

Each Key Person agrees that The Pensions Regulator may check the information he/she provides against (1) information which is already held by The Pensions Regulator; and/or (2) information subsequently obtained by The Pensions Regulator; and/or (3) information from other sources.

Each Key Person acknowledges that The Pensions Regulator will assess the applicant's suitability for registration/remaining on the Trustee Register on the basis of the information provided in this form and any other information that The Pensions Regulator considers relevant.

Signature
Print name
Position
Date

Signature
Print name
Position
Date

The Pensions Regulator's Trustee Register corporate application form (COR1)

Accompanying document checklist

For corporate applications only - This checklist has been produced to ensure that when the application is submitted, all accompanying documentation is supplied. All of the documents below must be attached to the application form in order for the application to be considered. Any incomplete applications will be returned to the sender for completion.

- Key Person and Officer form (COR2)
- Corporate experience form (COR3)
- Fit and Proper form for each Key Person and each Officer (COR4)
- Organisation chart (Question 1.6)
- Accounting information (Questions 1.7 and 3.15 (if applicable))
- Indemnity insurance certificate and letter from broker (if applicable) (Question 5.1)