

Name of SSAS

Number of Members

Pension Scheme Tax Reference

This **SSAS Takeover Pack** comprises the following documents:

PART A – Scheme Information - Pages 3 to 8

PART B - Authority Letter - Page 9

PART C - Member Questionnaire - Pages 10 to 12

We cannot proceed with your application until we receive:

- **Part A** Completed and signed on behalf of the Principal Employer (if there is one) and by all Trustees
- **Part B** Letter completed and signed by Principal Employer (or by Trustees if there is no Principal Employer)
- **Part C** Member questionnaire completed and signed by each member of the Scheme

Once completed, please return this form to
Organon Pension Trustees Ltd, 8th Floor, Regent House, Heaton Lane, Stockport, SK4 1BS

Section 1: i) Current Professional Trustee

Company Name	
Contact name	
Address	
Postcode	
Tel	
Fax	
Email	

Section 1: ii) Scheme Administrator
(if different)

Company Name	
Contact name	
Address	
Postcode	
Tel	
Fax	
Email	

Section 2: Principal Employer Details

(if applicable)

Company Name	
Company House Number	
Contact name	
Trading Address	
Postcode	
Tel	
Mobile	
Email	
Registered office <i>(if different)</i>	
Country of establishment	
Employer status <i>(State if Limited, Limited by guarantee, unlimited, a partnership, or other e.g. self-employed)</i>	
Nature of business	
Employer year end	
Unique Tax Reference (UTR)	
Partnership tax reference	
VAT reference	
PAYE tax district and ref	
Number of Employees	

Section 3: Participating Employer

(if applicable) Please copy this page for more than one participating employer.

Company Name	
Company House Number	
Contact name	
Trading Address	
Postcode	
Tel	
Mobile	
Email	
Registered office (if different)	
Country of establishment	
Employer status <i>(State if Limited, Limited by guarantee, unlimited, a partnership, or other e.g. self-employed)</i>	
Nature of business	
Employer year end	
Unique Tax Reference (UTR)	
Partnership tax reference	
VAT reference	
PAYE tax district and ref	
Number of Employees	

Section 4: Scheme Details

Summary of current SSAS Investments

	Type	Provider	Current Value	Date of Valuation
1				
2				
3				
4				
5				
6				
7				

Are there any known issues with the SSAS which will require remedial work, e.g. unauthorised payments, outstanding reporting or other HMRC issues?

Yes ☐ No ☐

If 'Yes', please provide details

Section 4: Independent Financial Adviser

Company Name	
Contact name	
Address	
Postcode	
Tel	
Fax	
Email	
Regulated by & Authorisation No.	

Section 5: Accountant Details

Company Name	
Contact name	
Address	
Postcode	
Tel	
Fax	
Email	
Regulated by	

Section 7: Declaration

We agree to the appointment of Organon Pension Trustees Limited as Professional Trustee and either Scheme Administrator or Practitioner of the SSAS as recorded in the SSAS Trust Documentation.

We agree that the SSAS will be governed in accordance with the Trust Deed executed by the Principal Employer and Trustees.

The information provided on this form is correct to the best of our knowledge.

To be signed by a Director of the Principal Employer and all Trustees.

For and on behalf of the Principal Employer

Signature	
Print Name	
Capacity/Position	
Date	/ /

For and on behalf of the Trustees

Signature		Signature	
Print Name		Print Name	
Capacity/Position		Capacity/Position	
Date	/ /	Date	/ /

Authority Letter

To be signed by a Director of the Principal Employer, or if there is no Principal Employer, by all Trustees.

Date:

Dear Sirs,

Trustees of the

We wish to appoint Organon Pension Trustees Limited as Professional Trustee to the above pension scheme.

Please accept this letter as full authority to release any information or documentation regarding the pension scheme to:

Organon SIPP Services Limited, 8th Floor, Regent House, Heaton Lane, Stockport, SK4 1BS

Yours faithfully,

.....
.....
.....
.....
.....

Section 1: Member Details

To be completed by each currently active member of the SSAS.

Title	Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other
First Name (s)					
Maiden Name					
Surname					
Date of Birth					
N.I Number					
Unique Tax Reference (UTR)					
Address					
Postcode					
Time At Address					

If you've lived less than three years at this address, please provide details of previous addresses during that time.

Previous Address 1	
Postcode	
Previous Address 2	
Postcode	

Tel	
Mobile	
Email	
Marital Status	
Nationality	

Have you registered for any sort of Protection? If yes, please provide details.

Yes ☐

No ☐

If 'Yes', please provide further details of protection held.

Section 2: Employment Details

Occupation

Employer

Address

Postcode

Are you a Director? Yes ☐ No ☐

Percentage of company owned

Section 3: Expression of Wishes

Please complete the section below with details of the beneficiary/ies that you would like to receive a lump sum or other benefits payable under the SSAS in the event of your death. This Expression of Wishes is not legally binding on the Trustees of the SSAS but will assist in distributing death benefits in line with your wishes.

You may amend your nomination at any time. Please contact Organon Pension Trustees Limited if you wish to do so.

Name of Beneficiary	
Address	
Relationship	
Percentage of benefit	%
Name of Beneficiary	
Address	
Relationship	
Percentage of benefit	%
Name of Beneficiary	
Address	
Relationship	
Percentage of benefit	%
Name of Beneficiary	
Address	
Relationship	
Percentage of benefit	%

In addition to my expression of wishes above, I nominate all Eligible Recipients as to whom death benefits may be paid by way of drawdown pension. Eligible recipients in relation to a person are: his or her spouse, grandparents, such grandparents' descendants, such descendants' spouses, his or her Dependents, Nominees, Successors, persons interested in his or her estate and persons or unincorporated associations whom or that he or she has nominated to the trustees in writing.

Signed	
Name	
Date	/ /

Section 4: Declaration

I declare that:

To the best of my knowledge and belief, the statements included in this application are true and complete.

I undertake to tell Organon SIPP Services Limited/Organon Pension Trustees Limited in writing within 30 days of the following events:

- a) There is a change to my residency status
- b) There is a change in my residential address and/or marital status
- c) I am made bankrupt

I understand that Organon Pension Trustees Limited will act as Professional Trustee and as either Scheme Administrator or Practitioner as recorded in the SSAS Trust documentation.

Neither Organon SIPP Services Limited nor Organon Pension Trustees Limited will provide advice or review advice provided by an appointed adviser or investment manager.

I understand that the responsibility and the checking of all decisions relating to the purchase and retention of Scheme investments lies with me and my appointed adviser(s) and I hereby indemnify Organon SIPP Services Limited and Organon Pension Trustees Limited from any claims in respect of such.

I agree to pay Organon SSAS fees as notified to me for their services.

In the event that an unauthorised payment is made, I agree to the Scheme Administrator deducting the amount of any scheme sanction charge, or other charge, levied by HMRC on the Scheme Administrator from the funds held for me under the Scheme in order to pay that charge to HMRC. If there are insufficient funds held for me under the Scheme, I agree to pay the Scheme Administrator the amount by which the charge exceeds the value of my funds under the Scheme.

I agree to Organon SIPP Services Limited holding information provided by me or by third parties about me in accordance with the General Data Protection Regulation. I acknowledge receipt of the Privacy Notice accompanying this application.

I authorise Organon SIPP Services Limited/Organon Pension Trustees Limited to obtain any information it may require from my employer, any pension provider with which I have benefits, and any other person who may hold information required in order to administer the Scheme.

Signed

Name

Date

PRIVACY NOTICE

This Notice is issued in accordance with the General Data Protection Regulation 2018 (“GDPR”).

You have received this notice because you are applying to be a member of a pension scheme for which Organon Pension Trustees Limited are the professional or scheme trustee and Organon SIPP Services Limited provide administration services (referred to jointly as “Organon Trustees”).

Our contact details are: Organon Trustees, 8th Floor, Regent House, Heaton Lane, Stockport SK4 1BS
Tel: 0161 480 5157 www.organontrustees.co.uk

As trustees of your pension scheme, we are registered with the Information Commissioner’s Office under reference Z1893318 in accordance with the requirements of GDPR and act as both Data Controller and Data Processors. Our designated Data Protection Approved Person is Marc Gwynne, who can be contacted at the above address or by e-mail at marc@organontrustees.co.uk.

The purpose of processing your personal data, which was originally collected by means of having you complete our paper application form(s), is to enable Organon Trustees to manage all aspects of your pension in full compliance with the relevant pensions legislation from time to time and to comply where appropriate with the requirements of Her Majesty’s Revenue and Customs and the Financial Conduct Authority. Provision of the requested data is a contractual requirement and whilst you have the right to request the deletion of the data relating to you (see below), this may affect our ability to continue acting as trustees and administrators of your pension benefits.

We undertake to have appropriate processes and procedures in place to safeguard personal data against loss, damage, destruction, theft or unauthorised access, use or disclosure. Where data is used in electronic format it will always be transmitted by secure electronic means.

Your personal data will never be passed to third parties without your explicit consent, except where Organon Trustees use computer software or the services of third party IT support providers to manage clients’ personal data, or where it is required by statutory regulatory bodies, such as H M Revenue & Customs, the Financial Conduct Authority, the Pensions Regulator, or the Financial Ombudsman Service. Third parties to whom we may pass personal data, though only with your explicit consent, include financial advisers, accountants, solicitors and other appointed professional advisers, investment providers and banks, as well as regulatory and statutory authorities.

Your personal data will be stored by us for a minimum period of six years after you cease to be a member of a pension scheme managed by Organon Trustees, but we may retain it for such longer period as may be necessary to ensure that your pension benefits comply with regulatory requirements.

In exceptional circumstances we may become aware of circumstances which constitute Special Category Data, which we may process as being in the substantial public interest under Schedule 1, Part 2 of GDPR, specifically to safeguard economic wellbeing. This means aiming to support an “individual at economic risk”, that is an individual who is less able to protect his or her economic wellbeing by reason of physical or mental injury, illness or disability. This means that in some circumstances we can collect data on that individual without their consent.

Your rights

Under GDPR you have the following rights:

- The right to rectification (of incorrect or incomplete data);
- The right to be forgotten (to have personal data deleted);
- The right to data portability (to receive personal data in a structured, commonly-used and machine-readable format);
- The right of subject access (see below).

Data Subject Access Request (DSAR)

You have the right to submit to us a DSAR concerning the personal data we hold, free of charge. Under GDPR we have one month to respond with details of:

- The purpose of the processing;
- The categories of personal data concerned;
- Third parties to whom it has been or will be disclosed;
- The data retention period or the criteria used to determine it;
- The right to rectification or erasure of the data or to restrict or object to processing it;
- The right to lodge a complaint with the Information Commissioner’s Office;
- Information as to the data’s source (if it was not provided by you).