



# SSAS Practitioner.com

The SSAS specialist. Lowering fees, enhancing retirement.

## SSAS Take-over Brochure

Thank you very much for your interest in SSAS Practitioner.com and for considering us to take over and administer your scheme.

### SSAS Practitioner.com

SSAS Practitioner.com Limited is a newly-established company that has been formed in reaction to the high charges implemented by other SSAS providers and in the belief that SSAS charges need shaking up. We believe that SSASs are a hugely beneficial asset to smaller companies and we are proud to be able to offer a SSAS with high-quality service at an extremely competitive price.

SSAS Practitioner.com specializes in the design and management of SSASs for the benefit of members and their companies. We offer a wealth of experience in the pensions industry, particularly in SSAS provision and general pension planning.

Our service comprises management of your SSAS and general advice. We offer impartial comments on the suitability of particular investments and make you aware of other issues that are not always considered by investment advisers. We do not offer investment advice and we concentrate principally on running your scheme. We feel this approach works best for the provision of a simple, efficient and cost-effective SSAS that maximizes the value of your pension fund.

All aspects of managing your SSAS are included in the annual fee, including specialist and personalised tax-efficient pension planning and payment of Pensions Regulator and Data Protection fees. We ensure that all tax reliefs are received, and that the scheme is kept tax-exempt and managed within HMRC regulations. As your Practitioner we are liable for any data submitted to HMRC on the behalf of the scheme. All investments are registered in the names of the Member Trustees.

You can view on-line information regarding your SSAS at SSAS Practitioner.com's website ([www.ssaspractitioner.com](http://www.ssaspractitioner.com)), where you can also access your latest scheme valuation and lots of other relevant information.

## The take-over process

The take-over process is very straightforward:

- We obtain a copy of the current Trust Deed and Rules, together with a list of the scheme's investments, from your current provider.
- We prepare a Deed of Removal for the scheme, effectively removing the former Pensioner Trustee and vesting all powers in the hands of the Member Trustees.
- The new Deed is signed by the Member Trustees and we issue copies to all the investment providers.
- On return of the deed, we notify the changes to the relevant banks, investment companies, HMRC and the Pensions Regulator.
- We ensure all of the investments in the scheme are updated so that only the Member Trustees are listed as holders, not the previous Pensioner Trustees. This will ensure maximum efficiency when buying and selling investments in the scheme, and provides you with more control over your scheme. So, although we will always need to be consulted prior to any investment transactions in order to confirm that they are allowed by HMRC, we will not need to sign for those transactions.
- The time to complete the takeover and to re-register the SSAS in the names of the Member Trustees usually takes about four weeks from the date of our appointment to completion.
- Finally, we send a report to the Trustees of the work we have undertaken, including an up-to-date scheme valuation and an invoice in accordance with our annual fee (see below).

Following the anniversary date of your scheme, we provide a full annual report and scheme valuation. These contain:

- Information on proposed or effected legislative changes to pensions which may affect the scheme.
- A valuation of the assets and their distribution between the various members.
- Minutes of the last Trustees meeting (if applicable).
- Any documentation required to be signed by the Trustees.

You may wish to check with your current Administrator if any exit fees will be applied when you move your SSAS to SSAS Practitioner.com. Unfortunately, some companies charge an exit fee; another example of excessive fees eating into your retirement funds. SSAS Practitioner.com charges no exit fee. We will refund your annual fee pro-rata, and will co-operate fully if you wish to move your scheme away from us, but we firmly believe that you will have no reason to do so!

## Fees

Our management fees are £800 + VAT pa per scheme (for up to four members), irrespective of size and contributions. There is no charge for taking over the scheme. There are no hidden charges. Compare that with other SSAS providers via our website, [www.ssaspractitioner.com/Whychooseus/SSASchargescomparisons/tabid/4121/Default.aspx](http://www.ssaspractitioner.com/Whychooseus/SSASchargescomparisons/tabid/4121/Default.aspx)

Our annual fee includes comprehensive management of the scheme during the scheme year (as described above), together with filing the annual Scheme Return to HMRC and the Pensions Regulator, plus any other required event reports. The fee also includes payment of the annual Pensions Regulator and Data Protection fees.

We request that at the year-end you provide us with copies of all bank statements and any investments made, in order that we may prepare the annual pension scheme returns. We do not complete the scheme accounts, but should you require this to be done we can advise on suitable accountants.

If you wish to transfer your SSAS to us please complete the relevant forms on our website on our 'Downloads' page and return them by email to [info@ssaspractitioner.com](mailto:info@ssaspractitioner.com) or, if you prefer, by post to:

SSAS Practitioner.com, Knighton Place, 72 South Knighton Road, Leicester LE2 3LP

For further details and information, please see our website, [www.ssaspractitioner.com](http://www.ssaspractitioner.com), or feel free to contact us directly on freephone 0800 112 3750 or 07985 141462.

