



SSAS Practitioner.com  
The SSAS Specialist



# SSAS TAKEOVER

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

## SSAS PRACTITIONER.COM

SSAS Practitioner.com Limited is a well-established company that was formed in reaction to the high charges implemented by other SSAS providers.

SSAS Practitioner.com specialises 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 guidance. We offer impartial comments on the suitability of particular investments and make you aware of other issues that are not always considered by financial advisers. We do not offer financial 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.

We ensure that all tax relief is received, and that the scheme retains its tax-exempt status and is managed within HMRC regulations. As your practitioner we are responsible for any data submitted to HMRC on behalf of the scheme. All investments are registered in the names of the member trustees.

You can view information regarding your SSAS via our website online at [www.ssaspractitioner.com](http://www.ssaspractitioner.com), where you can also access your latest scheme valuation and 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 professional trustee (if applicable) 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, the ICO and the Pensions Regulator (where applicable)
- We ensure all of the investments in the scheme are updated so that only the member trustees are listed as owners, following the removal of the previous professional trustees. We feel that this simplicity of ownership of the schemes assets, makes the buying and selling of investments more straightforward, and provides you with more control over your scheme. Please note that we should always be consulted prior to any transactions taking place within the scheme, to ensure they are permissible and within HMRC regulation
- The time taken to complete the take-over 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, but is naturally dependent on the cooperation of the previous provider



We provide you with a full annual report and scheme valuation, which contains:

- Information on proposed or effected legislative changes to pensions that may affect the scheme
- A valuation of the assets and their distribution between the various members
- Any documentation to be signed by the trustees. We strongly suggest following receipt of the annual report that the trustees meet to discuss any decisions and that those discussions are documented by trustee minute

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. Occasionally, a client may request to transfer away from SSAS Practitioner.com. If this happens, then we will pro-rata refund your annual fee once all transfer work is complete.





## FEES

Our management fees are £1,895 + VAT per annum 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 - [here](#).

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 (where applicable).

We request that, at the year-end, you provide us with copies of all bank statements and any investments made, so 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 the website, which can be found on our 'Downloads' page - [here](#), and return them by email to [info@ssaspractitioner.com](mailto:info@ssaspractitioner.com).

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.





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