

Scheme Administrator Why Choose a Rowanmoor SSAS?

Small self-administered schemes (SSAS), established under discretionary trust, are among the most flexible pension arrangements for business owners (company directors, members of a partnership, or the self-employed).

In order to maximise the benefits available, first class professional support is essential as, despite the basis of pensions legislation being simple, the detail behind it is extremely complex. If a scheme does not obey the intricate rules, HM Revenue & Customs (HMRC) has the power to raise numerous tax penalties and HMRC has a strong compliance and audit regime for the schemes they consider to be high risk.

Under the Rowanmoor SSAS the principal employer appoints Rowanmoor Executive Pensions Limited as the scheme Administrator and Rowanmoor Trustees Limited as independent trustee.

The independent trustee and scheme Administrator roles are central to the successful management of the scheme. This is primarily because of the complex nature of pensions and taxation legislation and the need to have a detailed knowledge of HMRC's compliance and audit regime.

Rowanmoor is the UK's largest independent SSAS provider and a provider of bespoke self-invested personal pensions (SIPPs) and Family Pension Trusts (Family SIPPs) and is renowned for its expertise in the field of self-administered pensions.

By working closely with clients and advisers we help them achieve their goals and ensure they stay informed, involved and in control of the SSAS. Our role is to provide the supporting administrative framework for the SSAS and guidance on legislative issues, so that the member trustees can gain maximum benefit from the SSAS and can focus on what is important to them. Our fees are not expensive for the quality of the services we offer, and control of the SSAS and its investments remains in the hands of the member trustees.

What is the role of the scheme Administrator?

HMRC requires scheme Administrators to take responsibility for certain critical functions relating to the smooth running of the scheme.

These include, among others:

- Meeting HMRC's fit and proper person requirements;
- Registering the pension scheme with HMRC;
- Keeping records of scheme investments, income and expenditure;

- Completing and delivering a pension scheme return and providing accounts, statements and other documents in connection with the return, if required by HMRC to do so;
- Completing certain reports and providing certain information to HMRC within specified time limits, in accordance with regulations, such as the scheme event report and the accounting for tax return;
- Ensuring certain information is available to other people, for example members, insurers, personal representatives;
- liaising with HMRC about any breaches of legislation and the associated penalties.

For more information on Rowanmoor's products and services please visit our website www.rowanmoor.co.uk, call 03445 440 550, or email enquiries@rowanmoor.co.uk.

The information contained in this document is based on our understanding of current pensions law and taxation and is correct at the time of production. It does not constitute financial or other professional advice and should not be used in isolation in any suitability report or letter.



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Rowanmoor is a trading name of the following three companies, Rowanmoor Executive Pensions Limited registered number 05792242, Rowanmoor Personal Pensions Limited registered number 02268900 and Rowanmoor Trustees Limited registered number 01846413. The registered office for each of these three companies is Rowanmoor House, 46-50 Castle Street, Salisbury, SP1 3TS. The three companies are also wholly owned subsidiaries of Embark Group Limited. Rowanmoor Personal Pensions Limited is authorised and regulated by the Financial Conduct Authority (FCA) under reference number 458260. The provision and administration of Small Self-Administered Schemes (SSAS) and trustee administration are not regulated by the FCA. Therefore, Rowanmoor Executive Pensions Limited and Rowanmoor Trustees Limited are not regulated by the FCA in relation to these schemes or services.

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