FAMILY PENSION TRUST

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FAMILY PENSION TRUST

The Financial Conduct Authority is the independent financial services regulator. It requires us to give you this important information to help you decide whether a Rowanmoor Family Pension Trust is right for you. You should read this document carefully so that you understand what you are buying and then keep it safe for future reference.

Eligible members may also invest some or all of their funds in one or more common investment funds established within the scheme. Common investment funds can then be used to invest in assets that are shared.

A Rowanmoor Family Pension Trust is a pension arrangement that offers substantial benefits in pension and tax planning. It is an individually registered pension scheme for more than one member, where at least one member is a trustee. Each member has a separate arrangement within the scheme and has full control of their own investments.

Its aims

A Rowanmoor Family Pension Trust is designed to provide you with:

- a tax-efficient way to build up a pension fund;
- control to invest in assets of your choice;
- flexibility to choose when and how you take your benefits;
- a retirement income for life;
- options for providing benefits for your dependants and nominated beneficiaries following your death;
- the ability to make joint investments with other Family Pension Trust members.

Your commitment

To be a member of a Rowanmoor Family Pension Trust you will need:

- a single contribution of at least £100 gross, made by you or on your behalf, unless other benefits are to be transferred;
- to inform us if contributions in a tax year exceed the annual allowance, determined by the Government, or your relevant UK earnings;
- to regularly review your pension fund to ensure it will meet your requirements when you take benefits;
- to inform us if you cease to be entitled to tax relief;
- to decide how you wish to receive benefits;
- to agree the appointment of a chairperson;
- to inform us of any changes to your residency;
- to inform us if you cease to be in receipt of relevant UK earnings;
- to fulfil the role of trustee for the scheme if you are appointed, see 'what responsibilities does a trustee have?' on page five;
- to provide us with all relevant information to administer the Family Pension Trust.

Risks

Circumstances can easily change and a number of factors need to be considered when you decide whether to become a member of a Rowanmoor Family Pension Trust.

- Changes in tax law may reduce the tax advantages offered to you by the scheme.
- Investment performance of your chosen assets may not be in line with the expected return as set out in your investment strategy.
- The risk factors associated with your chosen assets will vary.
- The value of your chosen assets is not guaranteed and can reduce as well as increase.
- Assets such as commercial property may take some time to sell.
- We will reclaim basic rate tax on the net contributions you pay, which could take up to eleven weeks to be received on claims for tax relief of more than £50. Claims for tax relief of less than £50 can only be submitted to HMRC annually after the end of the tax year. This may hold up investments or payment of benefits.
- If you join with other members to invest in shared assets, the trustees may need to sell them if funds are required to pay benefits, or if another member leaves the scheme.
- Breaches of legislation may result in tax charges and penalties being imposed by HM Revenue & Customs (HMRC), which will reduce the value of your fund.

The level of benefits payable from your fund depends upon a number of factors, which include:

- the level of contributions paid into your fund;
- the investment performance of your chosen assets;
- any deductions taken from your fund;
- the rates used to convert your fund to a pension income;
- taxation.

If you take a high level of income from the fund it may not be sustainable.

These factors are liable to change and will affect the size of your fund, either to your advantage or detriment.

QUESTIONS AND ANSWERS

A Rowanmoor Family Pension Trust is a private pension scheme, independently established for the benefit of its members.

What is a family pension trust?

Upon application, a pension scheme is established under trust and registered with HMRC. Each member has a separate arrangement within the scheme and has full control of his or her own pension investments, subject to the Trust Deed and Rules of the scheme.

Why is it tax-efficient?

A Rowanmoor Family Pension Trust provides members with considerable tax advantages:

- a member's personal contributions normally benefit from tax relief (see 'how much can be paid into my fund?' on page eight);
- contributions made by an employer qualify for tax relief in the year they are made, provided they are wholly and exclusively for the purposes of the employer's trade;
- investments (other than dividend income) grow free from UK capital gains tax and income tax;
- a pension commencement lump sum, or 25% of an uncrystallised funds pension lump sum, can be taken from age 55, free of tax;
- lump sum death benefits can be paid free from inheritance tax;
- beneficiaries' income, or lump sum death benefits, can be paid free of tax if a member dies before age 75;
- funds left in the scheme on death can benefit multiple generations, free of inheritance tax.

Information is based on our understanding of current taxation law and HMRC practice, which may change.

Who can be a member?

Anyone may be a member of a Rowanmoor Family Pension Trust, provided they have the consent of the scheme's member trustees when they join. Members need not belong to the same family; they can be the principals in a business partnership, for example. Whilst the normal maximum number of members is six, we may be prepared to permit larger schemes.

Who are the scheme trustees?

One or more of the members will be trustees of the scheme. They are known as member trustees. A member trustee must not be:

- a minor;
- a person convicted of an offence involving dishonesty or deception;
- a person with undischarged arrangements with creditors;
- a disqualified director;
- a person of unsound mind;
- any person The Pensions Regulator would not permit as a trustee of an occupational pension scheme.

Any member trustees finding themselves in one of these categories must advise us immediately.

Rowanmoor Trustees Limited is the independent trustee, and together with the member trustees, makes up the scheme trustees.

QUESTIONS AND ANSWERS (CONTINUED)

What responsibilities does a trustee have?

It is the duty of the member trustees, Rowanmoor Trustees Limited as independent trustee and Rowanmoor Personal Pensions Limited as scheme operator and scheme Administrator, to ensure that the scheme is properly administered. Trust law requires trustees to act prudently, conscientiously and with the utmost good faith in the best interests of the beneficiaries of the trust. Member trustees have a responsibility to:

- hold regular trustee meetings to which all trustees, including the independent trustee, are invited;
- prepare minutes of all trustee meetings and ensure that the date, time, place,attendees and decisions are recorded;
- ensure your FPT meets the requirements of the Financial Conduct Authority rules and guidance;
- receive investment advice;
- regularly review investments to ensure they remain appropriate;
- prepare the annual accounts for the scheme (we will complete the annual accounts as part of our standard service);
- provide information to the members;
- maintain scheme records for a minimum period of six years.

What is the role of the chairperson?

The member trustees appoint a chairperson to act on their behalf. The chairperson is our main point of contact with the trustees and must be a scheme member trustee.

The chairperson's role will include authorising the movement of funds between the scheme and common investment fund bank accounts and any other account.

What responsibilities do you have for our Family Pension Trust?

Under a Rowanmoor Family Pension Trust, Rowanmoor Trustees Limited is the independent trustee for the scheme and Rowanmoor Personal Pensions Limited is the scheme Administrator and the scheme operator. These 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. As scheme Administrator, Rowanmoor Personal Pensions Limited is responsible to HMRC for the establishment and running of the scheme and will carry out the day-to-day administration of the scheme.

We are unable to provide you with financial advice. We strongly recommend that you take appropriate advice from a financial adviser who is suitably qualified and regulated.

Our services include:

- providing legal trust documentation to establish and govern the scheme and, where necessary, amending it;
- registering the scheme with HMRC;
- scheme administration services;
- keeping records of scheme investments, income and expenditure;
- technical support regarding the scheme, its investments and benefits;
- calculating and reviewing benefit payments;
- preparing unaudited scheme accounts and member statements for the year ending 5 April each year to coincide with HMRC's reporting requirements;
- claiming tax relief from and paying tax and charges to HMRC;
- liaising with HMRC where necessary and filing the scheme reports required by them;
- establishing and operating the scheme bank account(s).

We will advise the member trustees, via the chairperson who is appointed to act on the members' behalf, on the regulations affecting their scheme and the requirements of legislation. Representatives from the company are available to attend trustee meetings. As independent trustee, Rowanmoor Trustees Limited must be a co-owner of all assets held as an investment of the scheme.

QUESTIONS AND ANSWERS (CONTINUED)

What are the scheme's banking arrangements?

Once we receive notification from HMRC that the scheme has been registered, a scheme bank account is opened with the Trustee's designated bank. This account is used to hold the cash funds necessary to run the scheme. Rowanmoor Trustees Limited, as independent trustee, is sole signatory to the account and acts under instruction from the Family Pension Trust chairperson.

Individual bank accounts will also be opened for each member participating within the scheme. These bank accounts are used to hold members' cash funds. All contributions and returns on investments held within each member's individual arrangement will be paid into their own account. Rowanmoor Trustees Limited, as independent trustee, is sole signatory to these accounts and we will administer their day-to-day operation under instruction from the relevant member. A bank account is also set up for each common investment fund established within the scheme. These bank accounts operate in the same way as the members' accounts, and we will act under instruction from the chairperson.

Details about scheme bank accounts can be found on **www.rowanmoor.co.uk**.

What can I invest in?

We aim to give you the most comprehensive range of investment choice available under current legislation. We will permit any asset provided:

- the asset does not give rise to an unauthorised payment tax charge;
- we can obtain satisfactory title to the asset;
- ownership of the asset will not give rise to an unacceptable liability or risk.

We will provide guidance on administration requirements and the acceptability of assets in the scheme.

Investments need to satisfy our requirements in relation to all the above factors to be acceptable as scheme investments. If there are subsequent changes to legislation, which affect particular types of assets, making them an unacceptable investment, we reserve the right to disinvest existing assets.

You are free to appoint the investment adviser of your choice to help take advantage of the wide range of investment opportunities open to you. You have complete control over your investments, subject to the Trust Deed and Rules of the scheme and may invest funds independently under your own arrangement, or pool them with other scheme members under one or more common investment funds within the scheme. How well your investments perform before and during retirement will determine the value of the benefits you can draw from your plan. It is important that the choice of investments in your investment portfolio reflects your financial needs and circumstances. Please note that we are not regulated to give investment or financial advice. We do not accept any liability for any decisions you make after receiving advice on the purchase, retention and sale of the investments within your pension. There is no limit to the number of common investment funds that may be established within the scheme.

You may choose whether or not you wish to participate in these funds, subject to the agreement of the member trustees and other members of the fund. Decisions relating to investments held in a common investment fund must be agreed unanimously by all members participating within the fund.

Instructions relating to investments for minors must be made by their parent or appointed legal guardian.

Standard investments

These standard investments can be held within our FPT. If the member has elected to simplify, just one portfolio can be held.

- Cash
- Cash funds
- Deposits
- Exchange traded commodities
- Government & local authority bonds and other fixed interest stocks
- Investment notes (structured products)
- Shares in Investment trusts
- Managed pension funds
- National Savings and Investment products
- Permanent interest bearing shares (PIBs)
- Physical gold bullion
- Real estate investment trusts (REITs)
- Securities admitted to trading on a regulated venue
- UK commercial property
- Units in regulated collective investment schemes

Non-standard investments

The following investments are eligible under the current legislation and regulatory framework. We will perform additional due diligence on specific opportunities.

- Fixed term bank accounts with terms of more than 30 days
- Exempt Property Unit Trusts (EPUTS)
- Unauthorised Unit Trusts
- Unregulated Collective Investment Schemes (UCIS)
- Qualified Investor Schemes
- Securities in Special Purpose Vehicles
- Limited Partnerships
- Trust-based property syndicates
- Hedge funds
- Offshore bonds
- Unlisted equities (UK and non-UK)
- Unlisted Futures, Options and Warrants
- Unlisted Corporate Bonds
- Unlisted Loan Notes

QUESTIONS AND ANSWERS (CONTINUED)

While we aim to offer the widest range of investment opportunities possible, some assets cannot be held in our FPT. Including:

- Tangible moveable property including: plant and machinery, wind turbines, solar panels, antiques, fine wine, furniture, jewellery and gemstones, oriental rugs, rare books and stamps, vintage cars, works of art, Krugerrands and yachts
- Residential property (including ground rent)
- Carbon credits
- Harvestable commodities and plantations
- Landbanking
- Life settlements
- Contracts for difference
- Precious Metal investments – gold, silver, platinum, copper etc apart from investment grade gold bullion
- Certain types of property

Please see our website **rowanmoor.co.uk** for further details.

There are no limitations on the sale or purchase of assets to or from member trustees or other connected parties but these transactions must be at arm's length.

Can I invest in property?

Commercial property may be purchased through the scheme as part of the trustees' investment strategy to provide retirement benefits. Buying property from an employer associated with the scheme can be tax-efficient and can inject valuable cash flow into the business, as well as providing a regular income to the Family Pension Trust in the form of rent.

An independent valuation of the property must be obtained prior to purchase. If there are insufficient funds available within the Family Pension Trust you may borrow to buy the property (see 'is borrowing allowed?' on page ten). It is also important to ensure that rent is paid on the due dates and regular rent reviews take place.

Please refer to us for guidance if you are considering property purchase as there are other issues, for example potential contamination from asbestos and various environmental aspects, which will need to be addressed.

You and your employer(s) may contribute to the scheme and it is possible for third parties to make contributions. Our Actuarial Department can provide advice on the level of contribution necessary to fund for specific pension and tax-free lump sum benefits.

How much can be paid into my fund?

You and your employer(s) may contribute to the scheme and it is possible for third parties to make contributions. Our Actuarial Department can provide advice on the level of contribution necessary to fund for specific pension and tax-free lump sum benefits.

Contributions can be made on behalf of a minor by others, including family members.

The annual allowance

The maximum contribution, which can normally be paid to all pension schemes in respect of a member and receive tax relief in one tax year, is known as the annual allowance.

If you qualify as a high earner in a tax year, your annual allowance is reduced, on a tapered sliding scale, depending on your earnings for that year. In addition, if you have already taken some, or all of your benefits, your annual allowance may be restricted to £4,000 per annum as a result of a money purchase annual allowance test.

Money purchase annual allowance test

A money purchase annual allowance test is triggered by the following events:

- income received from flexi-access drawdown;
- being in receipt of an uncrystallised funds pension lump sum;
- drawing income in excess of the maximum permitted from capped drawdown (a type of income drawdown available prior to 6 April 2015); and
- being in receipt of flexible drawdown benefits before 6 April 2015.

Any contributions paid by you or on your behalf into any defined contribution scheme will be tested against a money purchase annual allowance limit of £4,000 per annum. If this limit is exceeded, the amount of contributions over £4,000 will give rise to an annual allowance charge.

Carry-forward

You may be able to obtain tax relief on contributions in excess of the annual allowance by using any unused annual allowance from the previous three qualifying tax years. A qualifying tax year is one in which you were a member of a registered pension scheme. This facility is called carry-forward. If benefit payments have resulted in the lower money purchase annual allowance being applied no carry-forward will be available.

QUESTIONS AND ANSWERS (CONTINUED)

Member contributions

There is no limit to the contributions you can make, which can include contributions from third parties, but tax relief will only be granted if you are under the age of 75 and resident in the UK. If you are or have been a Scottish resident, the tax relief you receive might be different. Contributions should be paid to the scheme net of basic rate tax. Tax relief will only be granted on contributions up to 100% of your earnings in any tax year and cannot be claimed by third parties, making contributions on your behalf, as they will be treated for tax purposes as if they had been paid by you. Tax relief is also limited by the annual allowance, which may include the total of the current annual allowance and any unused qualifying annual allowance carried forward from previous tax years (see 'carry-forward' on page eight). If you do not have earnings you may contribute up to £3,600 gross (£2,880 net) in each tax year.

We will reclaim basic rate tax relief on your behalf. If you are planning to invest or take benefits you should bear in mind that it can take up to eleven weeks for reclaimed basic rate tax to be received on claims for tax relief of more than £50. Claims for tax relief of less than £50 can only be submitted to HMRC annually after the end of the tax year. Tax relief above the basic rate should be reclaimed via your personal annual self-assessment tax return.

If you benefit from contributions in excess of the annual allowance, or 100% of your earnings in a tax year, you must inform us immediately. In such circumstances you may need to declare this to HMRC and any excess tax we have reclaimed on your behalf will need to be returned.

Employer contributions

Employer contributions are unlimited and will receive tax relief in the year they are made, provided they are wholly and exclusively for the purposes of the employer's trade. In addition, tax relief on the employer's total contributions to all registered pension schemes will be spread if they are over £500,000 and constitute an increase of 210% or more over the previous year's contributions. Your employer's accountant should advise on these aspects.
If the total of your employer's contributions plus your personal contributions exceeds the annual allowance and any unused qualifying annual allowance carried forward from previous tax years, then you will have to pay tax on it. We will ensure that if any employer contributions, which are due, are not received in the specified time you are advised of any non-payment in line with The Pensions Regulator's code of practice.

Is there a limit on the size of my fund?

The lifetime allowance is the maximum pension fund that you can accumulate from all of the pension schemes of which you are a member during your lifetime, without being subject to a tax charge, known as the lifetime allowance charge. Your fund must be tested against the lifetime allowance when you take benefits and again at age 75.

If you have enhanced protection you will not be subject to the lifetime allowance charge. If you have primary, fixed, or individual protection you may be subject to a lifetime allowance charge but based on a lesser amount than if you had no protection.

Can existing benefits be transferred into my fund?

You may have retirement benefits in other pension arrangements including those already paying drawdown income or other retirement benefits. These could include employer sponsored pension schemes or personal pensions. The assets within these arrangements could be used to fund the scheme and the following possible courses of action should be discussed with a financial adviser.

- Transfer the value of the investments in the other arrangement(s) into the scheme, in cash form or by in specie transfer. This will increase the funds under your control and available for investment. In specie transfer of assets can be a complex process involving several different parties and will usually take longer than cash transfers.
- Assign the other arrangement(s) to become an asset of the scheme. Assets assigned to the scheme may be invested within your individual pension arrangement, or one or more of the common investment funds. Assigning another arrangement to become an asset of the scheme increases the overall value of the scheme and contributions to the other arrangement may continue, unless enhanced protection or fixed protection has been claimed. This option is often taken when there are reasons why a transfer of investments is not preferable. This could include a penalty if the funds are moved, or the loss of certain rights such as guaranteed annuity rates.
- Make the other arrangement(s) paid-up, and leave the funds with the existing provider. This option may be preferred if there are severe penalties on the fund if a transfer proceeds, or if there are guaranteed annuity rates attached to the arrangement and you do not wish it to be assigned.
- Continue to run the other arrangement(s) alongside the new scheme. Care must be taken to ensure that contributions to all pension arrangements do not exceed the annual allowance.

QUESTIONS AND ANSWERS (CONTINUED)

Is borrowing allowed?

The scheme may borrow money from lenders to purchase particular assets, or to otherwise benefit the Family Pension Trust. This could include borrowing to provide a member's benefit that has become payable. The maximum the Family Pension Trust can borrow is 50% of the net fund value of all scheme assets at the date of the loan. Prior written agreement of the members whose funds are included in the borrowing calculation must be obtained.

The terms and conditions of any borrowing must be authorised by Rowanmoor Trustees Limited and all member trustees. Rowanmoor Trustees Limited must be a party to the loan documentation.

Can benefits be transferred from my fund?

You can transfer your pension benefits from the Family Pension Trust into another pension scheme, provided it is a UK recognised pension scheme or an overseas pension scheme that qualifies for HMRC approval. Any transfer of benefits should be discussed first with your financial adviser.

You will need to consider any joint investments with other scheme members that may need to be converted into cash form before you can make a transfer. It may, in some cases, be possible to transfer assets in specie.

The Family Pension Trust will be closed once the last member of the scheme has completed the transfer of their benefits.

When can I take benefits?

A Rowanmoor Family Pension Trust offers you the widest choice of options available when taking your benefits allowing you to phase your retirement income, to suit your own circumstances.

You may start to take your benefits at any time from age 55. It may be possible to take benefits earlier if you are in serious ill health.

It is important you take advice from a suitably qualified professional before taking benefits, as the choices you make will affect both your retirement income and the level of contributions you can make to a pension scheme in the future.

You do not have to retire or stop work in order to take benefits from the Family Pension Trust. Benefits may be taken in stages; the full value of your fund does not have to be used to provide benefits at one time.

When you take benefits from the scheme, and again at age 75, the total value of the funds held within your Family Pension Trust and any other pension arrangements you have, will be tested against the current lifetime allowance. If the lifetime allowance is exceeded, there will be an additional tax charge, unless you have obtained pension protection.

Can I take benefits as a lump sum?

Pension commencement lump sum

The use of all or part of your fund to provide a tax free lump sum and flexi-access drawdown (see the flexi-access drawdown section below) is called `crystallisation'. Normally, the maximum tax-free lump sum that you can take is 25% of the crystallised fund you use to provide pension benefits, up to the lifetime allowance. This is known as a pension commencement lump sum. However, you may be entitled to more than this amount if lump sum, fixed or individual protection has been obtained. Your financial adviser can explain this further.

Uncrystallised funds pension lump sum

To release all, or part of your fund for immediate payment is known as an uncrystallised funds pension lump sum. This differs from flexi-access drawdown (see flexi-access drawdown on this page) as the total fund released is taken at once. Twenty five percent of the uncrystallised funds pension lump sum is paid tax-free, with the rest treated as earned income and liable to income tax. A money purchase annual allowance test is triggered when taking benefits this way (see 'how much can be paid into my fund?' on page eight). An uncrystallised funds pension lump sum is not available to you if you have tax-free lump sum protection, or rights to a lump sum of more than, or less than, exactly 25%. Please note that when taking an uncrystalised funds pension lump sum the fund is not crystalised.

What are my options for regular pension income?

Any pension taken from your crystallised fund will be treated as earned income and is therefore liable to income tax.

Flexi-access drawdown

You may draw an income from the scheme through flexi-access drawdown. There is no restriction on the amount you can take, or on the frequency of payments. Following receipt of income from flexi-access drawdown a money purchase annual allowance test will be triggered (see 'how much can be paid into my fund?' on page eight).

Lifetime annuity

A lifetime annuity is purchased from a life assurance company. The annuity must be payable up to your death, or the end of any guarantee period should you die within this period.

The annuity may be level or incorporate annual increases and may also allow for dependants' pensions to be paid after the death of the annuitant.

Short-term annuity

A short-term annuity is purchased from a life assurance company and is payable for a term of no more than five years.

QUESTIONS AND ANSWERS (CONTINUED)

Are any benefits paid if I die?

The death benefits which can be paid when you die vary, depending on your age when you die.

Death benefits will be paid to your nominated beneficiaries, who may be dependants, nominees or successors, at the discretion of the member trustees with the agreement of the operator.

What happens if I die before age 75?

In the event of your death before age 75, before taking benefits or whilst receiving income drawdown, your funds, up to the current lifetime allowance, can be paid, tax-free as a lump sum. The tax-free lump sum only applies if paid within two years of the death of the member.

Alternatively, the whole of the fund, up to the lifetime allowance, may be used to provide beneficiaries' pensions tax-free. Pension benefits may be taken as follows:

- beneficiaries' flexi-access drawdown;
- beneficiaries' lifetime annuity.

Who is a dependant?

A dependant is defined as one of the following at the death of the member:

- a spouse or civil partner;
- a child of the member who;
- is under 23;
- is over 23 and dependent on grounds of physical or mental impairment;
- is taking, or is to take, dependant's drawdown and who reached their 23rd birthday after 15 September 2016;
- a person who is not a spouse, civil partner, or child of the member, but
- is financially dependent on the member;
- has a financial relationship with the member and a mutual dependency;
- is a person who is dependent on the member on the grounds of physical or mental impairment.

What happens if I die after I reach age 75?

If you die at, or after, age 75, before taking benefits or whilst receiving income drawdown, your fund can be paid to your beneficiaries as a lump sum taxed at the recipient's marginal rate of income tax. If the beneficiary is not an individual, for example a trust fund or a company, a 45% tax rate will apply.

Alternatively, your fund may be used to provide beneficiaries' pensions. Any beneficiaries' pensions will be taxed as earned income. Pension benefits may be taken as follows:

- beneficiaries' flexi-access drawdown;
- beneficiaries' lifetime annuity.

OR

If there are no dependants, the death benefits can be given to a charity, tax-free.

What happens if I die whilst receiving a scheme pension? (scheme pension no longer offered)

Benefits can continue to be paid to your nominated beneficiaries until the end of any guarantee period, taxed as earned income. After any payments in the guarantee period benefits may be taken as follows:

- cash lump sum to the beneficiary to the maximum of the original fund less any pension payments already paid, tax-free if you die before age 75, or paid less tax at the recipient's marginal rate of income tax from age 75;
- dependant's flexi-access drawdown, taxed as per the cash lump sum;
- dependant's lifetime annuity, taxed as earned income.

All death benefits are payable at the discretion of the trustees and subject to available funds.

What happens if I die whilst receiving an annuity?

For lifetime or short-term annuities death benefits will vary and will be based upon the options selected by you when buying your annuity.

All death benefits are payable at the discretion of the trustees and subject to available funds.

QUESTIONS AND ANSWERS (CONTINUED)

What happens if my beneficiaries die whilst receiving a pension?

If an individual receiving beneficiaries' flexi-access drawdown income dies, the same death benefits will be available for their nominated beneficiaries, known as successors. Tax treatment of payment to successors will depend on whether the first beneficiary died before reaching age 75 or not; not the age of the original member at the time of their death. If the successor dies and funds still remain available, the same options are available to their successors and tax treatment is dependent on their age at death.

What are the charges?

The charges that are associated with a Rowanmoor Family Pension Trust can be found in our separate Fee Schedule document, which forms part of the Rowanmoor Family Pension Trust application pack. Our fees will be directly deducted from the scheme.

It is the member trustees' responsibility to ensure that there is sufficient cash in the Family Pension Trust to pay associated fees, pension benefits and any other outgoing payments. We require a minimum of £3,000 to be held in cash, or other easily realisable assets, at all times in order to meet ongoing liabilities that may arise.

Why Rowanmoor?

Rowanmoor is one of the UK's largest independent SSAS providers and a provider of bespoke self-invested personal pensions (SIPPs) and Family Pension Trusts (FPTs). It has extensive experience in the field of self-administered pensions.

We launched the Rowanmoor Family Pension Trust, the UK's first Family SIPP, in 2006.

By working closely with you and your advisers we help you to achieve your goals and ensure you stay informed, involved and in control of the Family Pension Trust. Our role is to provide the supporting administrative framework for your Family Pension Trust and guidance on legislative issues, so that you can gain maximum benefit from your Family Pension Trust and can focus on what is important to you.

A Rowanmoor Family Pension Trust is structured to allow the widest range of retirement and investment options permitted under legislation. We are able to support requests for alternative investments, such as gold bullion and unquoted shares. Requests for alternative investments undergo a due diligence review process and those which pass we consider to be acceptable investments under one of our schemes. Every pension scheme registered in the UK must have a scheme Administrator and we take on the responsibility and risks associated with this role for the schemes we establish. We believe our fees are competitive for the bespoke service we offer and our fee menus are as comprehensive as possible, with specific events listed and the charges quantified.

We work with our customers to find practical solutions to their problems and are proactive in maintaining relationships. When dealing with our customers, our approach is to use common sense, joined-up thinking and to be proactive with our communications.

In-house Actuarial, Pensions Technical, Property and Fund Accounts teams are available to provide specialist assistance to our staff and customers on the more complex aspects of pension arrangements, such as property investments, and options when taking retirement benefits. We undertake all actuarial work associated with our schemes in-house.

We are a true service provider, focussed on sustaining high-quality, friendly, efficient and professional pension administration services. Over the years we have won the confidence of some of the country's major life offices, who have entrusted us to administer their own SSAS portfolios from our administration centres in Salisbury and Bolton.

Rowanmoor's focus is on growth, whilst always ensuring service quality is maintained through investment in our staff, systems and services.

If you would like more information about Rowanmoor and our products and services, please visit **www.rowanmoor.co.uk** or call our Sales Support Team on **01722 443742** company and is payable for a term of no more than five years.

QUESTIONS AND ANSWERS (CONTINUED)

Can I change my mind?

You have the right to cancel membership of your Family Pension Trust within 30 days of inception. However, you also have the option to waive your rights to cancellation, as it will not be possible to establish your Family Pension Trust during the 30 day cancellation period. This means the application for registration with HMRC will not be made. It will also not be possible to make contributions or investments, or transfer existing benefits during the cancellation period, unless you waive your rights.

We will assume you have waived your cancellation rights unless you delete the appropriate section in the declaration in our Family Pension Trust Member Questionnaire.

Please remember that by choosing to waive your cancellation rights for membership of the Family Pension Trust, any cancellation rights relating to investments within it, or for any transfers, will not automatically be waived.

If you do not understand the impact of waiving cancellation rights you should seek advice before making a decision.

If something goes wrong, am I entitled to compensation?

The Financial Services Compensation Scheme offers compensation when an authorised firm is unable, or likely to be unable, to pay claims against it.

Rowanmoor Personal Pensions Limited is covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations.

The Financial Services Compensation Scheme also covers eligible investments within the scheme. You may be able to claim if an authorised operator of the underlying assets within your Family Pension Trust fails. Further information is available from the Financial Conduct Authority and the Financial Services Compensation Scheme.

What if I have a complaint?

Rowanmoor Personal Pensions Limited operates a complaints procedure in accordance with the guidelines of the regulator the Financial Conduct Authority. Please contact:

Rowanmoor
Rowanmoor House
46-50 Castle Street
Salisbury
SP1 3TS

Tel: 01722 445 725
Email: complaints@rowanmoor.co.uk

If you are not satisfied with the outcome, you can write to:

Financial Ombudsman Service
Exchange Tower
London
E14 9SR

You may also refer to:

Pensions Ombudsman
10 South Colonnade
Canary Wharf
London
E14 4PU

Making a complaint will not prejudice your legal rights.

TECHNICAL NOTE

The information contained in this document is based on our understanding of current pension law and taxation and is correct at the time of publishing.

The Trust Deed and Rules of a Rowanmoor Family Pension Trust are governed by and construed in accordance with English Law and parties agree to submit to the exclusive jurisdiction of the English courts. All documentation is supplied in English and we will communicate with you in English.

NOTES

KEEPING IN TOUCH

Please tell your adviser if you change your postal address, telephone number or email address.

If you no longer have an adviser, please contact us direct to ensure Rowanmoor holds your up-to-date contact details.

It's especially important that we are able to send you information by email.

Digital communication is fast, secure, environmentally friendly and costs less than print. Please let your adviser or us know if you have any problem receiving or reading digital communications like email or on-screen literature.

If you require any of our documents in audio, large print or Braille format, please telephone **01722 443742** or email **enquiries@rowanmoor.co.uk**.

01722 443 753

enquiries@rowanmoor.co.uk

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