



SSAS

MEMBER QUESTIONNAIRE

Practitioner Services for SSAS

SSAS

MEMBER QUESTIONNAIRE - PRACTITIONER SERVICES

Please complete the Member Questionnaire in full using **BLOCK CAPITALS** and dark ink.

There are notes to help you. Any omission could delay commencement of services. Please initial any changes you make and do not use correction fluid if you make a mistake.

On completion, sign and date the Declaration before returning it to us with a completed Application Form (not required for a member joining an existing scheme).

The information supplied will be held in the strictest confidence and subject to the provisions of Data Protection Legislation.

1. SCHEME DETAILS

Name of Scheme:

Name of Member:

Member is Scheme Administrator:

Yes No

Principal Employer's Name:

2. MEMBER DETAILS

Forename(s): _____ Surname: _____

Permanent Residential Address: _____

Postcode: _____

Telephone: _____ Email: _____

National Insurance Number: | | | | | | | | | | Male Female

Nationality/Citizenship: _____ Occupation: _____

Date of Birth: | D | D | M | M | Y | Y | Y | Y |

Marital Status:
 Married/Civil Partnership Single Divorced Widowed Separated

Spouse's/Civil Partner's Date of Birth _____ | D | D | M | M | Y | Y | Y | Y |

3. MEMBER CONSENT

Rowanmoor Executive Pensions Limited may want to contact you occasionally by post or email to let you know about other products and services available from us, or to forward your contact details to another firm associated with Rowanmoor. Please indicate your preferences by ticking the relevant boxes.

I consent to Rowanmoor Executive Pensions Limited contacting me about other products and services. Yes No


I consent to Rowanmoor Executive Pensions Limited passing my contact details to other subsidiaries within Rowanmoor, for them to contact me about their products and services. Yes No

You can withdraw this consent or change this instruction at any time. Our contact information is detailed on the last page of this document.

If you have answered 'yes' to any of the above, please confirm how you would prefer to be contacted.

I would prefer to be contacted by email using the email address provided above

I would prefer to be contacted by post

Signature:  _____

Print Name: _____ Date: _____ | D | D | M | M | Y | Y | Y | Y |

4. EMPLOYER DETAILS

Please only insert name if different from that detailed on the front page of this questionnaire.

Name of Employer: _____

Date you joined employer: _____ | D | D | M | M | Y | Y | Y | Y |

Are you a Director? Yes No Date you became a Director: _____ | D | D | M | M | Y | Y | Y | Y |

Please provide details of your shareholdings in the employer (if applicable): _____ % of Company owned

5. MEMBER'S DECLARATION

This is our standard Member Questionnaire upon which we intend to rely. For your own benefit and protection you should read this declaration carefully before signing. If you do not understand any point please ask for further information or seek advice from a suitably qualified professional.

How we use your information

The information on this form and any supplementary information provided by you and/or your nominated advisers, now or in the future, will be used by Rowanmoor to:

1. provide services to the scheme trustees, which will include establishing records on our systems;
2. send information relating to the SSAS to any of the trustees of the scheme;
3. provide statistics for marketing/new business analysis by Rowanmoor or its agents;
4. give essential information about your SSAS to others (for example, investment providers, regulatory authorities, or your agents such as your financial adviser or investment manager) if necessary to provide the agreed services and for legal or regulatory purposes.

Information about you will be kept after your account is closed.

I agree to the appointment of Rowanmoor Executive Pensions Limited to provide scheme practitioner services to the small self-administered scheme, of which I am a member.

I authorise any scheme administrator, scheme practitioner, or other party associated with the scheme to disclose to Rowanmoor Executive Pensions Limited any information they may request about the scheme and my benefits within it.

I confirm the information provided on this form is true and correct to the best of my knowledge.

I understand to comply with Money Laundering Regulations, Rowanmoor Executive Pensions Limited may verify my identity through the use of an electronic identity verification system. Where a check is carried out, the system will also check whether I have a credit history, but it will not disclose any details. The system will add a note to my credit file to show that an identity check was made, but this information will not be available to third parties for credit assessment purposes. If the check does not confirm my identity, Rowanmoor Executive Pensions Limited will need to carry out a manual check and may need to contact me for further information. Acceptance of my application is subject to satisfactory completion of identity verification checks.

Signature: 

Print Name:

Date:

| D | M | Y | Y | Y | Y |

6. OUR PRIVACY NOTICE

Our Privacy Notice contains information in respect of the personal data that we collect about you. This is available from our website, rowanmoor.co.uk/privacy-notice or in hard copy by emailing ssas@rowanmoor.co.uk.

Please read this information carefully before submitting your application to us. By signing the application, you consent to the use of your personal information for the purposes and on the terms set out within our Privacy Notice. You have the right to withdraw consent at any time.

Please note that questions, comments and requests regarding our Privacy Notice are welcomed and should be addressed to ssas@rowanmoor.co.uk.

Alternatively, please telephone **01722 443 742** or write to us, **Rowanmoor, Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS.**

7. IDENTITY VERIFICATION CERTIFICATE

To be completed by a regulated UK or EU Intermediary when introducing retail sector business.

Please complete a separate certificate for all parties to the contract (e.g. joint applicants, trustees, settlors and third parties) where you have been required to undertake identification.

Please tick as appropriate: Applicant Trustee Third Party (In full)

Name: _____

Date of Birth: | D | D | M | M | Y | Y |

Address: _____

Postcode: _____ Country: _____

If this individual has changed address in the last three months please give the previous address here.

Address: _____

Postcode: _____ Country: _____

I/We certify that:

- a) the information given above was obtained by me/us in relation to this individual;
- b) the evidence I/we have obtained to identify the customer:

Please tick one box only

Meets the guidance for standard evidence set out within the guidance for the UK Financial Sector issued by the JMLSG; or

Exceeds the standard evidence (written details of the further verification evidence taken are attached to this certificate);

c) upon request I/we will supply you with evidence of the identity of this individual.

To be signed by either:

Name of Regulated Firm: _____

Regulator's Name: _____ Reference Number: _____

or:

Name of Regulated Individual*: _____

Regulator's Name: _____ Reference Number: _____

Signature:  _____

Print Name: _____

Position: _____

Date: | D | D | M | M | Y | Y | Y | Y |


Company Stamp


*Regulated individuals are not permitted to self-certify.



 01722 445 720

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

 ssas@rowanmoor.co.uk

 rowanmoor.co.uk

Rowanmoor Group Limited, company registration number 13526862 and with a registered office at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS, is the parent company for all companies in the Rowanmoor Group. Three of these companies trade under the trading name Rowanmoor. Those three companies are Rowanmoor Executive Pensions Limited, registered number 05792242; Rowanmoor Personal Pensions Limited, registered number 02268900; and Rowanmoor Trustees Limited, registered number 01846413. Rowanmoor Personal Pensions Limited is authorised and regulated by the Financial Conduct Authority (FCA) under FCA register number 458260. Rowanmoor Executive Pensions Limited provides Small Self-Administered Scheme services and Rowanmoor Trustees Limited provides trustee services; neither of these services are regulated activities and so neither company are authorised by the FCA.