



This form may be used by Scheme Administrators who were the administrator of an approved pension scheme on 5 April 2006 to notify HM Revenue & Customs that they are the Scheme Administrator of a particular pension scheme. Alternatively, you can do this online. Go to www.hmrc.gov.uk and select *Pension Schemes* under *do it online*.

Do not use this form if:

- you became the Scheme Administrator for the pension scheme after 5 April 2006. You must complete your declaration online
- another Scheme Administrator for the pension scheme has already contacted us and has been added to our records for the pension scheme. In that instance, contact the other Scheme Administrator and ask them to associate you to the scheme to enable you to add yourself as a Scheme Administrator. Details of how to do this are in the Registered Pension Schemes Manual at paragraph RPSM12307220.

1 Pension scheme details

1.1 Please let us have at least one of the following:

Pension Scheme Tax Reference (PSTR)

R

Superannuation Fund (SF) reference

Contract or policy number *max 35 characters*

1.2 Pension scheme name *max 255 characters*

2 Scheme Administrator details

2.1 Were you the Scheme Administrator of this pension scheme before 6 April 2006?
Tick one box

Yes Either go to box 2.2 or complete your declaration online

No Do not use this form if you became a Scheme Administrator after 5 April 2006, you must complete your declaration online

2.2 Scheme Administrator ID

A

2.3 Name of the Scheme Administrator

Is the Scheme Administrator:

Tick one box

An individual? *Go to box 2.4*

An organisation? *Go to box 2.5*

Complete box 2.4 or box 2.5, not both

2.4 Individual name

Title - enter MR, MRS, MISS, MS or other title

First name(s) max 2 names, both a max 35 characters

Surname max 35 characters

2.5 Organisation name max 255 characters

To be completed in all cases

2.6 Scheme Administrator's address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode
<input type="text"/>
Country
<input type="text"/>

2.7 Email address

2.8 Phone number

2.9 Signature

2.10 Date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Please send your completed form to:

HM Revenue & Customs, Pension Schemes Services, FitzRoy House, Castle Meadow Road, Nottingham NG2 1BD