



Use this form to notify us of any changes of registration information for a registered pension scheme (other than those changes detailed in The Registered Pension Schemes (Provision of Information) Regulations 2006). You can do this online. Go to www.hmrc.gov.uk and select 'pension schemes' under 'do it online'.

1 Pension scheme details

1.1 Please provide at least one of the following:

Pension Scheme Tax Reference (PSTR)

Grid of boxes for PSTR with 'R' in the 10th box

Superannuation Fund (SF) reference

Grid of boxes for SF reference

Contract or policy number max 35 characters

Text box for contract or policy number

1.2 Pension scheme name max 255 characters

Text box for pension scheme name

2 I wish to change the following. Tick all boxes that apply

2.1 Pension scheme name Go to Q2.1a

2.1a New pension scheme name max 255 characters

Text box for new pension scheme name

2.2 Establisher details

2.2a Update a current Scheme Establisher/Sponsor details Go to Q2.4

2.2b Notify us of a new Scheme Establisher/Sponsor (If the new Scheme Establisher/Sponsor is replacing the existing Scheme Establisher/Sponsor, that is in the event of a takeover/merger, then 2.2c should also be completed)

2.2c Notify us of a cessation of a Scheme Establisher/Sponsor Go to Q2.12

2.3 Change of client reference for Scheme Administrator Go to Q3

2.4 Details of current Establisher/Sponsor

Are you

An individual? go to Q2.4a

An organisation? go to Q2.4b

2.4a Current name of Scheme Establisher/Sponsor (Individual)

Title

Text box for title

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

Text box for first name(s)

Surname max 35 characters

Text box for surname

Go to Q2.5

2.4b Current name of Scheme Establisher/Sponsor (Organisation)

Text box for current name of Scheme Establisher/Sponsor (Organisation)

2.5 Current address of Scheme Establisher/Sponsor

Form for current address with fields for Postcode and Country

2.6 Details of the new name or address

Complete Q2.6a or Q2.6b to provide the new name of the current Scheme Establisher/Sponsor and/or Q2.7 to provide the new address of the current Scheme Establisher/Sponsor.

2.6a New name of Scheme Establisher/Sponsor (Individual)

Title

Text box for title

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

Text box for first name(s)

Surname max 35 characters

Text box for surname

Go to Q2.7

2.6b New name of Scheme Establisher/Sponsor (Organisation)
max 255 characters

2.7 New address of Scheme Establisher/Sponsor

Postcode
Country

2.8 Date of change DD MM YYYY

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If you did not tick 2.2b, 2.2c or 2.3, go to Q4

2.9 Details of new Scheme Establisher/Sponsor

Are you

An individual? go to Q2.9a

An organisation? go to Q2.9b

2.9a Name of new Scheme Establisher/Sponsor (Individual)

Title

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

Surname max 35 characters

Go to Q2.10

2.9b Name of new Scheme Establisher/Sponsor (Organisation)
max 255 characters

2.10 Address of new Scheme Establisher/Sponsor

Postcode
Country

2.11 Start date of new Establisher/Sponsor DD MM YYYY

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If you did not tick 2.2c, go to Q3

2.12 Details of the ceasing Establisher/Sponsor

Are you

An individual? go to Q2.12a

An organisation? go to Q2.12b

2.12a Name of ceasing Scheme Establisher/Sponsor (Individual)

Title

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

Surname max 35 characters

Go to Q2.13

2.12b Name of the ceasing Scheme Establisher/Sponsor
(Organisation)

2.13 Address of the ceasing Scheme Establisher/Sponsor

Postcode
Country

2.14 Date of cessation DD MM YYYY

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**3 I wish to change my client reference for a
Scheme Administrator**

3.1 Scheme Administrator ID

A

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3.2 Current client reference

3.3 New client reference max 50 characters

3.4 Date of change DD MM YYYY

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4 I wish to update other records

If you would like us to update any other records with these changes, you must provide the reference details below

4.1 Contracting-out

SCON/ECON/ASCN reference number

4.2 Relief at source

RAS reference

4.3 VAT

VAT registration number

5 Details of the person submitting this form

5.1 Are you

 The Scheme Administrator? go to Q5.2 The Practitioner? go to Q5.3

5.2 Scheme Administrator ID

5.3 Practitioner ID

5.4 Are you

 An individual? go to Q5.5 An organisation? go to Q5.6

5.5 Individual name

Title

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

Surname *max 35 characters*

5.6 Organisation name *max 255 characters*

5.7 Your address

5.8 Email address

5.9 Phone number

5.10 Signature

Date *DD MM YYYY*

Return this form to:

*HM Revenue & Customs
Pension Schemes Services
Yorke House
Castle Meadow Road
Nottingham
NG2 1BG*