

Notes on completion of the Registered Pension Scheme Return

General

These notes provide guidance on how to complete the Registered Pension Scheme Return. The notes are intended to help you complete the boxes on the form. Supplementary guidance, which you may need to read in order to understand more fully what information you have to provide can be found in the Registered Pension Schemes Manual (RPSM) which is available on our website at www.hmrc.gov.uk. In particular, the guidance will give you the meaning of the legislative terms that are referred to in the form and the notes.

Completing this Return

If you are the Scheme Administrator of a tax registered pension scheme, and have been sent a notice under section 250 Finance Act 2004 requiring you to make a return, you must do so by 31 January next following the end of the tax year for which a return is required. Otherwise you will be liable to a penalty of £100, and you could be liable to further penalties.

You may arrange for a practitioner who has been authorised by you to complete and submit the return on your behalf.

The Pension Scheme Return can be obtained from our website and the completed form should be sent to:

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

This return has been issued by Audit & Pension Schemes Services. Other offices of HM Revenue & Customs will not be able to advise you about this return.

General Details

Registered Pension Scheme return for the year ended

Enter the tax year to which this return relates. For example if the return is for the tax year 2005-2006, enter 2006.

Pension Scheme Tax Reference

The Pension Scheme Tax Reference (PSTR) is the unique reference allocated to the scheme by HMRC

Pension scheme name

This is the name by which the scheme has been registered for tax relief and exemptions.

Q1 Has this return been completed for a period other than the year ending 5 April?

If audited accounts have been prepared for the scheme that cover accounting periods ending in the tax year to which the return notice relates, the period for which you should make the return is all of the accounting periods ending in the tax year shown on the notice which you were sent requiring you to make a return.

If audited accounts have not been prepared, or if none cover accounting periods ending in the tax year to which the return notice relates, you should make a return for the tax year ended 5 April shown on the notice which you were sent requiring you to make a return. Where audited accounts have not been prepared, accounts covering period of more than 12 months are acceptable.

Audited accounts for this purpose means accounts of the scheme audited by a suitably qualified independent person or firm recognised as such under the Companies Act. But accounts audited by any of the following people will not count as audited accounts for the purpose of establishing the period of the pension scheme return-

- a member of the scheme
- an employee of the Scheme Administrator
- a sponsoring employer of the scheme

If the return is for a period other than the year ending 5 April tick the 'Yes' box and go to Q1.1

If the return is for the year ending 5 April tick the 'No' box and go to Q2

1.1

Enter the number of accounting periods covered by this return.

1.2

Enter the start and the end date of each accounting period covered.

Q2 Is this an Occupational Pension Scheme ?

An occupational pension scheme is a pension scheme established by an employer or employers and capable of providing pension benefits for or in respect of employees.

If this return is for an occupational pension scheme tick the 'Yes' box and go to Q3

If this return is for a non occupational pension scheme tick the 'No' box and go to Q5.1

Q3 During this period was the aggregate of payments to and from the scheme greater than £100,000

The aggregate of payments to and from the scheme is the total of-

- Pension contributions received from all sources.
- Transfer payments received from other pension schemes on behalf of any scheme member.
- Transfer payments made to other schemes on behalf of any scheme member.
- Lump sum benefit payments and lump sum death benefit payments. Refer to RPSM09104000 for guidance on lump sum payments and RPSM10105000 for guidance on lump sum death benefits.
- Payments to purchase lifetime annuities, or for a contract from an insurance company to provide a scheme pension. Refer to the Registered Pension Scheme Manual glossary for the definition of "lifetime annuity".
- Capital sums borrowed.
- Other payments to or from the pension scheme, excluding payments of pension, the purchase and sale of assets and investment income.

If the aggregate of payments made to the scheme is less than £100,000 tick the 'No' box and enter the amount in the box. Then go to Q4.

If the aggregate of payments made to the scheme is greater than £100,000 enter the amounts in the relevant boxes.

Q4 At any time in this period did the scheme have assets with a total value before pension liabilities greater than £400,000 ?

If you are completing the return for accounting periods, calculate the total asset values adopted in the accounts.

Otherwise, use the asset values adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of scheme assets at the end of the tax year of the return. Whichever value is used the same choice must be applied consistently throughout all questions on the form.

See the notes at Q1 for the definition of audited accounts.

If the scheme had assets with a total value greater than £400,000 tick the 'Yes' box and go to Q5.

If the scheme had assets with a total value less than £400,000 tick the 'No' box and enter the amount in the box below. Then go to Q5.

Q5 At any time during this period did the scheme directly or indirectly own assets that it had acquired from any of the persons specified in a,b,c or d,

You must answer 'Yes' if your scheme owned assets at any time during the return period, which it had acquired at any time within or prior to the return period from any of the specified persons in a , b, c, or d.

For the purpose of this question person includes an individual, a company, a partnership, and a trustee of a settlement.

"Connected with" has the same meaning as in Section 839 Income and Corporation Taxes Act 1988.

a. A sponsoring employer or any person connected with that employer.

A sponsoring employer is the employer or employers who established the scheme for the purpose of providing benefits for some or all of their employees in respect of their employment with the employer or employers. It also includes any other employer whose employees are having benefits provided under the scheme in respect of their employment with that employer.

If the sponsoring employer is a company, a person is connected to that employer if that person has control of the company or if that person, together with another person or persons connected to him or her, has control of the company.

If the sponsoring employer is an individual or a partnership, a person is connected to the employer if they are connected to that individual or any one or more partner(s).

b. a person who is a director of or a person who is connected to a director of a close company that is also a sponsoring employer?

The meaning of “director” is defined at Section 417(5) Taxes Act 1988.

A close company is defined at Section 414, Income & Corporation Taxes Act 1988, and is broadly a company whose assets are controlled by five or fewer participators.

The meaning of “control” is defined in Section 416 Income & Corporation Taxes Act 1988.

c. a person who is either a sole owner or partner or a person connected with the sole owner or partner of a business which is a sponsoring employer.

d. a member or person connected with a member.

A member includes active members, deferred members, pensioner members or pension credit members of your scheme.

If the scheme did own assets acquired from those specified in a, b, c and/or d tick the ‘yes’ box and then go to Q6

If the scheme did not own assets acquired from those specified in a, b, c, or d, tick the ‘No’ box. Then where you have answered ‘No’ to Q3 and Q4 go to the declaration. Where you have answered ‘Yes’ to Q 3 or 4 go to Q10.

5.1 At any time during the period of the return did the scheme, either directly or indirectly, own assets specified in a or b.

a. assets that it had acquired from either a member or person connected with a member, or from a close company or close companies in which a member or a person connected with the member was a director

Person includes an individual, a company, a partnership and a trustee of a settlement. “Connected with” has the same meaning as in Section 839 Income and Corporation Taxes Act 1988.

A close company is defined at Section 414 Income and Corporation Taxes Act 1988 and is broadly a company whose assets are controlled by five or fewer participators.

The meaning of “control” is defined in Section 416 Income & Corporation Taxes Act 1988.

b. land including an interest in land, or tangible moveable property, acquired at arms length.

Land includes houses and buildings.

Include here any interest in land or tangible moveable property acquired other than from a connected party.

Tangible moveable property is as referred to in Schedule 29A Finance Act 2004. This includes works of art, for example, paintings, sculptures, ceramics, ancient artefacts and antique furniture. However this is not a definitive list.

If the scheme either directly or indirectly owned any of the assets specified tick the ‘Yes’ box and then go to the supplementary pages.

If the scheme did not directly or indirectly own any of the assets specified go to the declaration.

Q6 If the sponsoring employer was a company did the scheme either directly or indirectly, own any shares in it during the period of this return.

A sponsoring employer is the employer or employers who established the scheme for the purpose of providing benefits for some or all of their employees in respect of their employment with the employer or employers. It also includes any other employer whose employees are having benefits provided under the scheme in respect of their employment with that employer.

If during this period the scheme either directly or indirectly owned any shares in the sponsoring employer go to Q6.1

If during this period the scheme did not directly or indirectly own shares in the sponsoring employer go to Q7.

6.1

Enter the total number of shares held at the end of the period then go to Q6.2

6.2

Enter the total cost or market value of the shares held and specify whether the amount is cost or market value then go to Q6.3.

If you are completing the return for accounting periods, enter the cost or market value of the shares adopted in the accounts.

Otherwise, use the cost or market value of the shares adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the shares at the end of the tax year of the return.

6.3

Enter the total number of shares purchased or subscribed for then go to Q6.4

6.4

Enter the total cost of the shares purchased or subscribed for then go to Q6.5

6.5

Enter the number of shares in the sponsoring employer sold, or otherwise disposed of during this period then go to Q6.6

6.6

Enter the amount of any consideration received from the sale or disposal of the shares then go to Q6.7

6.7

Tick the appropriate box to indicate whether the disposal were made to a connected part or parties then go to Q6.8

A connected party means:

- A sponsoring employer or any person associated with that employer, or
- A person who is a director of, or a person connected to a director of, a close company that is also a sponsoring employer, or
- A person who is either a sole owner or partner or a person connected with the sole owner or partner of a business which is a sponsoring employer, or
- a member or a person connected with a member

Person includes an individual, a company, a partnership and a trustee of a settlement.

“Connected with” has the same meaning as in Section 839 Income and Corporation Taxes Act 1988.

“Associated with” has the same meaning as in Section 416 Income and Corporation Taxes Act 1988.

The meaning of ‘director’ is defined at Section 417 (5) Income and Corporation Taxes Act 1988

A close company is defined at Section 414 Income & Corporation Taxes Act 1988 and is

broadly a company whose assets are controlled by five or fewer participators.

The meaning of ‘control’ is defined in Section 416 Income & Corporation Taxes Act 1988.

6.8

Enter the total amount of any dividends or other receipts then go to Q6.9

6.9

Enter the name of the company or companies to which the shares relate as it is registered for the purposes of the Companies Act.

Now go to Q7.

Q7 At any time during this period did the scheme, either directly or indirectly own any land or interest in land that it had acquired from a connected party or parties?

Land includes houses and buildings

If the scheme either directly or indirectly owned any land acquired from a connected party or parties tick the ‘Yes’ box and go to Q7.1

If the scheme did not either directly or indirectly own any land acquired from a connected party or parties tick the ‘No’ box and go to Q8

7.1

Enter the total cost or market value of any land or interest in land owned by the scheme and specify whether the amount is cost or market value.

If you are completing the return for accounting periods, enter the cost or market value of the land or interest in land adopted in the accounts.

Otherwise, use the cost or market value of the land or interest in land adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the land or interest in land at the end of the tax year of the return.

Now go to Q7.2

7.2

Enter the total cost of any land or interest in land or premium paid to acquire a leasehold interest in the land and then go to Q7.3

A premium is a lump sum paid in connection with the granting of a lease or tenancy.

7.3

Enter the total proceeds of any land or interest in land sold or premiums received for a leasehold interest in land. Then go to Q7.4

7.4

Enter total cost or market value of any land or interest in land that was disposed of without any consideration and specify whether the valuation is at cost or market value. See note at Q7.1.

Then go to Q7.5

7.5

Tick the appropriate box to specify whether any disposals were made to a connected party or parties then go to Q7.6.

Connected Party has the same meaning as Q6.7

7.6

Enter the total amount of income received from land or interest in land. Then go to Q7.7

7.7

Tick the appropriate box to indicate whether any part of the land or interest in land was residential property as defined in Schedule 29A of Finance Act 2004.

Now go to Q8

Q 8 At any time during this period were any amounts outstanding from loans made to connected parties.

If there were amounts outstanding from loans to a connected party or parties go to Q8.1

If there were no amounts outstanding from loans outstanding to a connected party or parties go to Q9

Amounts outstanding means capital sums owing under the terms of the loan, together with any interest or other charges due but remaining unpaid.

“Connected party has the same meaning as Q6.7

8.1

Enter the total amount outstanding at the end of the period then go to Q8.2

8.2

Enter the total amount of any loans made then go to Q8.3

8.3

Enter the total amount of any loans repaid then go to Q8.4

8.4

Enter the total amount of interest received

Now go to Q9

Q9 At any time during this period did the scheme own any assets acquired from a connected party, other than shares in the sponsoring employer, land, interest in land or loans ?

“Connected party” has the same meaning as in Q6.7

If the scheme did own other assets acquired from a connected party go to Q9.1

If the scheme did not own other assets acquired from a connected party go to Q10

9.1

Enter the total cost or market value of the assets and specify whether the amount is cost or market value.

You do not need to include here details of any assets used for normal administrative purposes of the pension scheme, such as office premises and equipment or motor vehicles used by administrative staff employed by the scheme.

If you are completing the return for accounting periods, enter the cost or market value of the assets adopted in the accounts.

Otherwise, use the cost or market value adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the assets at the end of the tax year of the return.

Now go to Q9.2

9.2

Tick the appropriate box(es) to indicate the asset(s) acquired

Forms of transport other than private motor vehicles

Motor vehicles include all road vehicles and tractors, but not construction plant such as mechanical excavators. Other forms of transport includes all rail rolling stock, air and water craft

Plant & Machinery

This includes all industrial machinery and construction plant, and agricultural machinery except tractors

Fixtures and fittings

This includes other internal fittings that are not plant or works of art

Quoted shares

Quoted shares are those listed by a recognised stock exchange. The definition of a recognised stock exchange is given in Section 8 Income and Corporation Taxes Act 1988. It includes the London Stock Exchange and any such stock exchange outside the UK as it designated in an Order of the Board of HM Revenue & Customs.

Unquoted shares

This should include any shares in companies not listed by a recognised stock exchange.

Tangible moveable property

Tangible moveable property is as referred to in Schedule 29A of Finance Act 2004. This includes works of art, for example, paintings, sculptures, ceramics, ancient artefacts and antique furniture. However this is not a definitive list.

Other

This includes any other relevant assets not mentioned above

Go to Q9.3

9.3

Enter the total cost of the assets acquired. Then go to Q9.4

9.4

Tick the appropriate box to indicate whether you have disposed of any of the assets acquired.

If 'Yes' is ticked go to Q9.5

If 'No' is ticked go to Q9.8

9.5

Tick the appropriate boxes to indicate the assets disposed of

Definitions are the same as in Q 9.2

Go to Q9.6

9.6

Enter the total consideration received from the disposal of the assets then go to Q9.7

9.7

Tick the appropriate box to indicate whether any disposals were made to a connected party or parties. Then go to Q9.8

"Connected party" has the same definition as in Q 6.7

9.8

Enter the total amount of income received from assets.

Now go to Q10

Q10 At any time during this period, was there any cash, cash on deposit or current account balances held by the scheme?

If the scheme held any cash, cash on deposit or current account balances go to Q10.1

If the scheme did not hold any cash, cash on deposit or current account balances go to Q 11

If you are completing the return for accounting periods you can show adjusted opening and closing balances per the scheme accounts.

If there is more than one current account which includes an overdrawn amount, the amount overdrawn can be set off against the other account(s) and the net figure entered here.

If the overall amount is a minus figure enter Nil here.

10.1

Enter the total amount of all cash and bank balances at the beginning of the period. Then go to Q10.2

10.2

Enter the total amount of all cash and bank balances at the end of the period. Then go to Q10.3

10.3

Enter the total amount of interest credited to these accounts

Now go to Q11

Q 11. At any time during this period did the scheme own any assets acquired at arms length?

Include here details of any assets acquired by the scheme other than those reported at Q6, Q7, Q8, Q9 or Q10.

If the scheme owned assets acquired at arms length go to Q11.1

If the scheme did not own assets acquired at arms length go to the Declaration

11.1

Enter the total cost or market value of any assets owned at the end of the period and specify whether the valuation was at cost or market value.

If you are completing the return for accounting periods, enter the cost or market value of the assets adopted in the accounts.

Otherwise, use the cost or market value adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the assets at the end of the tax year of the return.

Go to Q11.2

11.2

Tick the appropriate box(es) to indicate the asset(s) acquired

Quoted shares

Quoted shares are those listed by a recognised stock exchange. The definition of a recognised stock exchange is given in Section 8 Income and Corporation Taxes Act 1988. It includes the London Stock Exchange and any such stock exchange outside the UK as it designated in an Order of the Board of HM Revenue & Customs.

Unquoted shares

This should include any shares in companies not listed by a recognised stock exchange.

Land or interest in land

Land includes houses and buildings

Tick the relevant box to indicate whether any part of the land or interest in land residential property as defined in Schedule 29A of Finance Act 2004?

Loans

Do not include the purchase of or subscription to debentures, debenture stock, loan stock, bonds, certificates of deposit or other documents creating or acknowledging indebtedness which are listed or dealt with on a recognised stock exchange or offered to the public.

Where a guarantee of a loan is made the amount of the loan is the amount guaranteed.

Forms of transport other than private motor vehicles

Motor vehicles include all road vehicles and tractors, but not construction plant such as mechanical excavators. Other forms of transport includes all rail rolling stock, air and water craft.

Plant & Machinery

This includes all industrial machinery and construction plant, and agricultural machinery except tractors

Fixtures and fittings

This includes other internal fittings that are not plant or works of art

Tangible moveable property

Tangible moveable property is as referred to in Schedule 29A of Finance Act 2004. This includes works of art, for example, paintings, sculptures, ceramics, ancient artefacts and antique furniture. However this is not a definitive list.

Other

This includes any other relevant assets not mentioned above

11.3

Enter the total cost of any assets acquired. Then go to Q11.4

11.4

Tick the appropriate box to indicate whether the scheme disposed of any assets.

If 'Yes' box ticked go to Q11.5

If "No" box ticked go to Q 11.8

11.5

Tick the appropriate box(es) to indicate the assets disposed of

Definitions are the same as in Q11.2

Where land or interest in land has been disposed of tick the appropriate box to indicate whether this included residential property as defined in Schedule 29A of Finance Act 2004.

Go to Q11.6

11.6

Enter the total consideration received from the disposal of any assets then go to Q 11.7

11.7

Tick the appropriate box to indicate whether any disposal of assets were made to a connected party or parties

Connected is as defined in Section 839 of Income and Corporation Taxes Act 1988

Go to Q11.8

11.8

Enter the total amount of income received from assets

Go to the Declaration

Declaration

If you are the Scheme Administrator submitting this return you must tick both administrator declaration boxes to complete the declaration.

If you are the practitioner submitting the return then you must tick both practitioner declaration boxes to complete the declaration.

Enter the Scheme Administrator's full name, ID, address, e-mail address and telephone number.

The Scheme Administrator ID is obtained when you pre-register to use Pension Schemes Online. Refer to RPSM02306110 for further guidance.

Supplementary Pages

Where you have answered 'Yes' at Q5.1 complete supplementary pages as appropriate for each member in your scheme, in respect of whom during the period of this return, assets were owned that had been acquired as set out in Q5.1.

Where a member has more than one arrangement within your scheme, if you prefer you may complete one set of supplementary pages for that member, answering the questions in respect of all of that member's arrangements.

A Details of Member

A.1 Members name

Surname or family name

First name

Other names

Title by which known, for example MR, Mrs, Miss, Ms

A.2 National Insurance Number (if known)

A.3 Date of birth

A.4 Address

Now go to QB

B. At any time during the period of this return did the scheme either directly or indirectly, own any shares in a close company or close companies which it acquired from person specified in a) or b)

Tick the appropriate box in both a) and b)

A close company is defined at Section 414 Income & Corporation Taxes Act 1988 and is broadly a company whose assets are controlled by five or fewer participators

Person includes an individual, a company, a partnership and a trustee of a settlement.

Connected is as defined in section 839 of Income and Corporation Taxes Act 1988.

Control is defined in Section 416 Income & Corporation Taxes Act 1988.

If you answered 'Yes' in part a) and/or part b) go to QB.1.

If you answered 'No' to part a) and part b) go to section C

B.1

Enter the total number of shares owned at the end of the period then go to QB.2

B.2

Enter the total cost or market value of the shares owned at the end of the period and specify whether this amount is market value or cost. Then go to QB.3

If you are completing the return for accounting periods, enter the cost or market value of the shares adopted in the accounts.

Otherwise, use the cost or market value of the shares adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the shares at the end of the tax year of the return.

B.3

Enter the total number of shares purchased or subscribed for then go to QB.4

B.4

Enter the total cost of the shares purchased or subscribed for then go to QB.5

B.5

Enter the total number of shares sold or otherwise disposed of then go to QB.6

B.6

Enter the total amount of any consideration received from the sale or disposal of shares then go to QB.7

B.7

Tick the appropriate box to confirm whether any disposals were made to a connected party or parties. Then go to QB.8

B.8

Enter the total amount of any dividends or other receipts then go to QB.9

B.9

Enter the name of the company or companies as they are registered for the purposes of the Companies Act.

Now go to QC

C At any time during this period did the scheme either directly or indirectly own any land of interest in land acquired from person specified in a) or b)

Land includes houses and buildings

Tick the appropriate box in part a) and part b)

A close company is defined at Section 414 Income & Corporation Taxes Act 1988 and is broadly a company whose assets are controlled by five or fewer participators

Person includes an individual, a company, a partnership and a trustee of a settlement.

Connected is as defined in section 839 of Income and Corporation Taxes Act 1988.

Control is defined in Section 416 Income & Corporation Taxes Act 1988.

If you answered 'Yes' in part a) and/or part b) go to QC.1.

If you answered 'No' to part a) and part b) go to QD

C.1

Enter the total cost or market value of any land or interest in land owned at the end of the period and specify whether this amount is market value or cost.

If you are completing the return for accounting periods, enter the cost or market value of the shares adopted in the accounts.

Otherwise, use the cost or market value of the shares adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the shares at the end of the tax year of the return.

Go to QC.2

C.2

Enter the total cost of any land or interest in land, or premium paid to acquire a leasehold interest then go to QC.3

C.3

Enter the total proceeds of any land or interest in land, or the premium received on the disposal of a leasehold interest in the land then go to QC.4

C.4

If any land or interest in land was disposed of without any consideration being received enter the cost or market value of the land and specify whether the valuation is cost or market value. See note at QC.1

Then go to QC.5

C.5

Tick the appropriate box to confirm whether there were any disposals made to a connected party or parties then go to QC.6

C.6

Enter the total amount of income received from land or an interest in land, then go to QC.7.

C.7

Tick the appropriate box to confirm whether any part of the land or interest in land was residential property as defined in Schedule 29A of Finance Act 2004.

Now go to QD

D During this period did the scheme either directly or indirectly own any land or interest in land acquired at arms length.

Land includes houses and buildings.

Arms length means any land or interest in land acquired other than from a connected party.

Connected is as defined in section 839 Income and Corporation Taxes Act 1988

If the scheme did own land or an interest in land acquired at arms length go to QD.1

If the scheme did not own land or an interest in land acquired at arms length go to QE.

D.1

Enter the total cost or market value of any land or interest in land owned at the end of the period and specify whether this amount is market value or cost.

If you are completing the return for accounting periods, enter the cost or market value of the shares adopted in the accounts.

Otherwise, use the cost or market value of the shares adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the shares at the end of the tax year of the return.

Go to QD.2

D.2

Enter the total cost of any land or interest in land, or premium paid to acquire a leasehold interest then go to QD.3

D.3

Enter the total proceeds of any land or interest in land, or the premium received on the disposal of a leasehold interest in the land then go to QD.4

D.4

If any land or interest in land was disposed of without any consideration being received enter the cost or market value of the land and specify whether this amount is market value of cost. See note at QD.1

Then go to QD.5

D.5

Tick the appropriate box to confirm whether any disposals were made to a connected party or parties. Then go to QD.6

D.6

Enter the total amount of the income received from land or interest in land. Then go to QD.7

D.7

Tick the appropriate box to confirm whether any part of the land or interest in land is residential property as defined in Schedule 29A of Finance Act 2004.

Now go to QE

E. During this period did the scheme either directly or indirectly own any assets other than land or shares in a close company or close companies in which the member or a person connected with the member was a director that it had acquired from the person specified in a) or b)

Tick the appropriate box in part a) and part b)

A close company is defined at Section 414 Income & Corporation Taxes Act 1988 and is broadly a company whose assets are controlled by five or fewer participators

Person includes an individual, a company, a partnership and a trustee of a settlement.

“Connected with” has the same meaning as in Section 839 Income and Corporation Taxes Act 1988.

Control is defined in Section 416 Income & Corporation Taxes Act 1988.

If you answered ‘Yes’ in part a) and/or part b) go to QE.1.

If you answered ‘No’ to part a) and part b) go to section F

E.1

Enter the total cost or market value of any assets owned at the end of the period and specify whether this amount is market value or cost.

If you are completing the return for accounting periods, enter the cost or market value of the assets adopted in the accounts.

Otherwise, use the cost or market value adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the market value of the assets at the start of the tax year of the return.

Go to QE2

E.2

Tick the appropriate box to indicate whether you acquired any assets.

If you tick the "Yes" box go to QE.3

If you tick the "No" box go to QE.5

E.3

Tick the appropriate box(es) to indicate the asset(s) acquired

Forms of transport other than private motor vehicles

Motor vehicles includes all road vehicles and tractors, but not construction plant such as mechanical excavators. Other forms of transport includes all rail rolling stock, air and water craft

Plant & Machinery

This includes all industrial machinery and construction plant, and agricultural machinery except tractors

Fixtures and fittings

This includes other internal fittings which are not plant or works of art

Quoted shares

Quoted shares are those listed by a recognised stock exchange. The definition of a recognised stock exchange is given in Section 8 Income and Corporation Taxes Act 1988. It includes the London Stock Exchange and any such stock exchange outside the UK as it designated in an Order of the Board of HM Revenue & Customs.

Unquoted shares

This should include any shares in companies not listed by a recognised stock exchange.

Tangible moveable property

Tangible moveable property is as referred to in Schedule 29A of Finance Act 2004. This includes works of art, for example, paintings, sculptures, ceramics, ancient artefacts and antique furniture. However this is not a definitive list.

Other

This includes any other relevant assets not mentioned above

E.4

Enter the total cost of the assets acquired and then go to QE.5

E.5

Tick the appropriate box to confirm whether you disposed of any of the assets.

If you tick the "Yes" box go to QE.6

If you tick the "No" box go to QF

E.6

Tick the appropriate box(es) to confirm the assets that have been disposed of

See E.3 for the definitions

E.7

Enter the total consideration received from the disposal of the assets. Then go to Q E.8

E.8

Tick the appropriate box to confirm whether any disposals were made to a connected party or parties

E.9

Enter the total amount of any income received.

Now go to QF

F. During this period did the scheme either directly or indirectly own any tangible moveable property which it acquired at arm's length

Tangible moveable property is as referred to in Schedule 29A Finance Act 2004. This includes works of art, for example, paintings, sculptures, ceramics, ancient artefacts and antique furniture. However this is not a definitive list.

Arms length means any tangible moveable property acquired other than from a connected party.

Connected is as defined in section 839 Income and Corporation Taxes Act 1988.

If you tick the 'Yes' box go to QF.1

If you tick the 'No' box go to the Declaration

F.1

Enter the total cost or market value of any tangible moveable property owned at the end of the period and specify whether this amount is market value or cost. Then go to QF.2

If you are completing the return for accounting periods, enter the cost or market value of the shares adopted in the accounts.

Otherwise, use the cost or market value of the shares adopted in the latest actuarial valuation of scheme assets prior to the end of the tax year of the return.

If audited accounts were not prepared, and no actuarial valuation was obtained, enter the total cost or the market value of the shares at the end of the tax year of the return.

F.2

Enter the total cost of any tangible moveable property acquired and then go to QF.3

F.3

Enter the total amount of any consideration received from the disposal of tangible moveable property and then go to QF.4

F.4

Tick the appropriate box to confirm whether any disposals were made to a connected party or parties

Go to QF.5

F.5

Enter the total amount of income received from the tangible moveable property.

Go to the declaration

Data Protection

HMRC is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do it will only be as the law permits to

- Check accuracy of information
- Prevent or detect crime
- Protect public funds

We may also check information we receive about you with what is already in our records. This can include information provided by you as well as others such as other government departments or agencies and overseas tax and custom authorities. We will not give information about you to anyone outside HM Revenue & Customs unless the law permits us to do so. Further information can be found on our website, www.hmrc.gov.uk or in our leaflet *Data Protection*.