

SSAS BORROWING APPLICATION FORM



SSAS name

SSAS reference

This form should be fully completed and returned to Curtis Banks Limited together with the appropriate supporting documents requested, before a borrowing application takes place.

How do I submit this form?

Email	ssasproperty@curtisbanks.co.uk
Secure Message	Using your usual log-in credentials for the secure client/adviser portal via our website
Post	SSAS Property Team Curtis Banks Ltd 153 Princes Street Ipswich Suffolk Ip1 1QJ

If you have any queries at all then please do not hesitate to contact the SSAS Property Team in Ipswich on 01473 296730 or via email using ssasproperty@curtisbanks.co.uk.

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1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice, should you require further guidance on how we collect use and protect your personal information. This can be found at www.nucleusfinancial.com/privacy-notice or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Team on 0370 414 7000 or ssas.admin@curtisbanks.co.uk.

2 Client details

2.1 Your details

Name

Name of scheme

SSAS reference

3 Lender

3.1 Details of lender

Name of business (e.g. bank)

Registered address/Branch address

Registered number

Country of registration

Type of business (e.g. trading company partnership etc)

Nature of business

Lender's solicitor's details
(if applicable)

Are the lender and Pension Scheme connected?

Yes

No

If yes, you must provide evidence of the commercial rate that would apply to the lending if the parties were not connected. This would usually be the interest rate offered by a regulated lender based on the loan term and amount.

The lender is connected to the Pension Scheme if the lender is a Scheme member or sponsoring employer or a person or business, connected to the member or sponsoring employer as described in HMRC's Pensions Tax Manual at PTM027000. This includes a member's spouse, civil partner or relatives (and their spouses and civil partners) and any company that a member or their connected persons have control over.

Please continue on a separate sheet if there are more directors.

4 Shareholders

4.1 Details of shareholders within the lender (if appropriate)

This section is only applicable if the trustee is intending to borrow money from a limited company (i.e. not from a commercial lender, such as a bank). Please enter the details of shareholders or partners (if there is more than one class of share, please show details separately):

Name	Address	No of shares	Director?	Connected? (see below)

5 Company directors

5.1 Details of company directors within the lender (if appropriate)

This section is only applicable if the trustee is intending to borrow money from a limited company (i.e. not from a commercial lender, such as a bank). Please enter the details of any company directors who are not shareholders:

Name	Address	Connected? (see below)

Please continue on a separate sheet if there are more directors.

6 Borrowing

6.1 Details of borrowing

Borrowing amount

Rate of interest

Borrowing term

Purpose of borrowing
(please be as specific as possible)

Frequency of repayments

Details of security to be provided by
(the borrower) for the mortgage

Details of the solicitor acting for the
trustees in preparation of the borrowing
documents (or please state if you would
like us to quote a fee for this)

Please also state why you feel that
taking the mortgage is a prudent
decision for your pension scheme:

7 Declaration and signature

7.1 Declaration

Curtis Banks Limited and Colston Trustees Limited rely on this declaration. You should read it carefully and if you do not understand any part of it, please ask us for further guidance.

- I/we declare that to the best of my knowledge and belief all statements made in this form (whether in my handwriting or not) are accurate and complete.
- I/we understand that Curtis Banks Limited and its trustee company Colston Trustees Limited have given no advice in relation to the suitability of this investment and I accept that their liability shall be limited to the assets of the pension scheme.
- I/we confirm that I will monitor this investment to ensure that it will not lead to tax charges or penalties being imposed by HM Revenue & Customs and I/we accept liability for any such charges or penalties.
- I/we authorise Curtis Banks to instruct the above mentioned solicitor, or such other solicitor as Curtis Banks may decide, to act on behalf of the Scheme Trustees.
- I/we understand and agree that all third party fees and charges, and any other fees, charges or costs related to the borrowing, shall be payable from the Scheme's funds and that, in the event such funds are not sufficient to satisfy any amounts due, the members of the Scheme shall be jointly and severally liable for making up any shortfall.
- I understand that HMRC limits the amount that can be borrowed under a Scheme to 50% of the net scheme asset value immediately prior to the borrowing being drawn including the value of any existing borrowing. If this limit is breached HMRC will levy a tax charge on the Scheme of 40% of the excess borrowing. I understand that Curtis Banks will not knowingly enter into any borrowing arrangement in breach of this rule.
- I/we understand that Curtis Banks will issue instructions in line with the information provided in this application form.
- I/we confirm that either I/we have no connection with the lender, or I/we have disclosed full details of any connection in section 4.

7 Declaration and signature (continued)

7.2 Signatures

1 Print name

Signature

2 Print name

Signature

3 Print name

Signature

4 Print name

Signature

Date

When completed, this form together with any supporting documents should be returned to the address detailed overleaf.

Notes

Curtis Banks Limited,
3 Temple Quay,
Bristol, BS1 6DZ

T 0370 414 7000
F 0117 929 2514

curtisbanks.co.uk

Call charges will vary. We may record and monitor calls.

"Curtis Banks" is the trading name of Curtis Banks Group Limited (CBGL) (registered in England, number 07934492), Curtis Banks Limited (CBL) (registered in England, number 06758825), Suffolk Life Pensions Limited (SLPL) (registered in England, number 01180742), Suffolk Life Annuities Limited (SLAL) (registered in England, number 01011674), SLA Property Company Limited (SLAPC) (registered in England, number 01203396), Tower Pension Trustees (S-B) Limited (TPTSB) (registered in Scotland, number SC340871), Bridgewater Pension Trustees Limited (BPTM) (registered in England, number 03821053), SPS Trustees Limited (SPST) (registered in England, number 08312411), Colston Trustees Limited (CTL) (registered in England, number 06867955), Montpelier Pension Trustees Limited (MPTL) (registered in England, number 05802677), Temple Quay Pension Limited (TQPL) (registered in England, number 05679427), Tower Pension Trustees Limited (TPTL) (registered in England, number 02178783), Crescent Trustees Limited (CrTL) (registered in England, number 03915165).

"Curtis Banks Pensions" is the trading name of SLPL.

CBGL, CBL, TPTSB, BPTM, SPST, CTL, MPTL, TQPL, TPTL, CrTL have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. SLPL, SLAL, SLAPC have their registered office at 153 Princes Street, Ipswich, Suffolk, IP1 1QJ. CBL and SLPL are authorised and regulated by the Financial Conduct Authority. SLAL is authorised as an insurance company authorised by Prudential Regulation Authority (PRA) and regulated by the FCA and PRA. CBGL, CBL, BPTL, CTL, SPSTL, MPTL, TQPTL, TPTL, CrTL and TPTSB are members of a VAT group with VAT registration number 207996471. SLPL, SLAL and SLAPC are members of a VAT group with VAT registration number 241841520.

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