

# PROPERTY DISPOSAL INSTRUCTION FORM

For SSAS Properties

Pension Scheme  
Name

Please use this form if you would like to inform us of:

- a proposed full or partial sale of an existing commercial property or land parcel held within the SSAS; or
- the proposed transfer of a commercial land or property investment from the SSAS to another UK registered pension scheme held with another provider or administrator.

All member trustees should complete and sign this form before it is returned to the SSAS Property Team within our Ipswich office using the contact details shown below.

Our SSAS Property Team will be your main point of contact for the disposals process. The team can be contacted on 01473 296 730 or alternatively via email at [ssasproperty@curtisbanks.co.uk](mailto:ssasproperty@curtisbanks.co.uk).

## How do I submit this form?

You can submit your Property Disposal Instruction Form using any of the following methods;

Email	<a href="mailto:ssasproperty@curtisbanks.co.uk">ssasproperty@curtisbanks.co.uk</a>
Secure Message	Using your usual log-in credentials for the secure client/adviser portal via our website
Post	SSAS Property Team Curtis Banks Limited 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 on 01473 296 730 or via email using [ssasproperty@curtisbanks.co.uk](mailto: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 for Clients, 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](http://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 0117 332 4051 or [ssas.admin@curtisbanks.co.uk](mailto:ssas.admin@curtisbanks.co.uk).

## 2 Existing commercial property and/ or land information

### 2.1 Property and/or land details

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Property Reference

Address

Postcode

Agreed sale price (or estimate) £

#### VAT

Is the property currently VAT registered?

Yes

No/unsure

Will VAT be charged on the sale price?

Yes

No

Will the disposal be treated as a Transfer of Going Concern for VAT purposes - i.e. 'TOGC'?

Yes

No

#### EPC

Do you have a current Energy Performance Certificate?

Yes

No

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Please note: it is a legal requirement to produce an EPC for the sale of a commercial property and this must be made available when the property is marketed. Please let us know as soon as possible if a new EPC is required.

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## 2 Existing commercial property and/ or land information (continued)

### Property or Land Sale

Is the whole property or parcel of land being sold?

Yes

No, part only

If no, then please could you provide us with full details in the box below:

A plan will be needed from the surveyor indicating the area which is being sold together with confirmation that this disposal will not have a detrimental effect on the value or future 'saleability' of the property or land which is being retained. A supporting valuation and reinstatement value of the retained property will also be required.

### Associated transaction

Does this disposal form part of a larger transaction involving the disposal of other property, assets or goodwill owned by a connected party?

Yes

No

If yes, then please could you provide further details in the box below:

## 2.2 Lease details

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Is the tenant connected or unconnected to you or your syndicated members?

**Connected**

**Unconnected**

Will the existing lease/tenancy continue after completion?

Yes

No

Will the property be sold with vacant possession?

Yes

No

Will any existing lease be surrendered prior to disposal?

Yes

No

Are there any rent arrears?

Yes

No

If yes then please could you provide further details in the box below:

## 3 Details of the disposal

### 3.1 Type of disposal

Property sale [Please complete section 3.2](#)

A transfer of the property and/or land to another UK registered pension scheme [Please complete section 3.3](#)

### 3.2 Property sale

Is the purchaser 'connected' to the trustees?

Yes

No

[If yes, please provide details of the connection below:](#)

Purchaser's name

Address

Telephone number

Email address

Proposed date of exchange of contracts

### 3.3 Transfer of property and/or land to another UK registered pension scheme

Name of pension scheme

Provider's address

Telephone number

Email address

The following section is designed to capture full details of the proposed property and/or land together with details of any other assets or liabilities (such as cash, other assets and/or existing borrowings) which are going to be transferred to the receiving UK registered pension scheme.

Value of property

Value of cash

Value of other assets

Value of existing borrowing

Net transfer value

### 3.4 Purchaser/Transferee's solicitor

Firm

Contact

Address

Telephone number

Fax

Email address

#### Notes

(1) The purchaser's solicitor must be different to the solicitor acting for the SSAS.

(2) Connected parties must always have separate legal representation.

## 4 The pension scheme's professional advisers

This section is for details of your preferred solicitor and chartered surveyor, if applicable.

### 4.1 Solicitor

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Do you wish to use a Curtis Banks panel solicitor?

**Yes** Please provide details of the chosen firm from our panel. If no details are provided, we will allocate a panel firm on your behalf. The Panel of Property Professionals document is available on our website, or contact us or your adviser.

**No** Please provide details of your chosen firm below.

**Please refer to our current SSAS fee schedule for transactions involving non-panel solicitors.**

Firm

Contact

Address

Telephone number

Fax

Email address

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Please note: Panel solicitors will be able to represent the trustees of the SSAS only.

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### 4.2 Chartered Surveyor

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For any transactions involving connected parties, valuation advice will be required to support the lease terms, surrender premium payable or sale price.

Will you be using a Curtis Banks Panel surveyor?

**Yes**

**No**

If no then please provide full details in the box below:

**All appointed valuers/surveyors must be qualified and registered with the Royal Institution of Chartered Surveyors (RICS).**

Firm

Contact

Address

Telephone number

Fax

Email address

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Please note: Curtis Banks Limited and/or Colston Trustees Limited will jointly instruct the pension scheme's chosen valuer/surveyor together with the member trustee(s) to ensure that all HMRC regulations and regulatory criteria are satisfied.

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## 4 The pension scheme's professional advisers (continued)

### 4.3 Auctioneer's details

If you are selling the property at auction, please complete this section.

Firm

Contact

Address

Telephone number

Fax

Email address

### 4.4 Property Agent

Will the property be marketed using an unconnected agent?

Yes

No

If yes then please could you provide further details below:

Firm

Contact

Address

Telephone number

Postcode

Email address

Fax

## 5 Trustee Declaration and Signature(s)

Please read the declaration shown below before signing in section 5.2. Please do not hesitate to contact us or your adviser should you require any help, guidance or further information.

### 5.1 Trustees Declaration

#### Declaration

- I/we authorise Curtis Banks Limited & Colston Trustees Limited to liaise with any appointed adviser, solicitor, chartered surveyor, bank or commercial lender, external property managers, managing agents, accountants, VAT agents and insurance agents or brokers as directed by the member trustee(s).
- I/we hereby confirm that Curtis Banks Limited & Colston Trustees Limited can provide formal instructions to any of the above parties, where appropriate, on behalf of the member trustee(s) in accordance with the information which has been provided within this form.
- I/we confirm that either:
  - I/we have no connection with the purchaser/buyer/transferee and neither I/we nor anyone connected with me/us has owned the property within the last three years, or
  - I/we have disclosed full details of any connection within section 3.2 above.
- I/we confirm that all parties to the transaction have read and understood the requirements detailed in the Curtis Banks SSAS Property Guidance Notes and I/we agree that Curtis Banks Limited and Colston Trustees Limited will not be liable for any future claims in that regard.
- I/we authorise Curtis Banks Limited & Colston Trustees Limited to notify the pension scheme's lender, where there is an existing mortgage secured against this property, to advise them of the proposed transaction and to request any necessary consent which may be required.
- I/we acknowledge that in the event of the new tenant and/or lease amendments not proceeding, for whatever reason, that abortive costs may be payable to Curtis Banks Limited and to the pension schemes solicitor and/or chartered surveyor.
- All relevant information has been provided within this Property Disposal Instruction Form.

## 5.2 Member Trustee Signature(s)

Each member trustee should sign in the boxes below to indicate their separate agreement to the information which has been provided on this form and in respect of the Declaration shown above. If there are more than 4 member trustees please use photocopies of this page and attached them to this form.

1 Name  
Signature  
Date

2 Name  
Signature  
Date

3 Name  
Signature  
Date

4 Name  
Signature  
Date

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

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

T 0370 414 7000  
F 0370 414 8000  
curtisbanks.co.uk

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

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