

SSAS

Small Self-Administered Scheme

Employer Loan Application Form





SSAS Employer Loan Application Form

This form is for making a Loan from a SSAS to a Sponsoring Employer. Please return your completed and signed form and any relevant documents to DP Administration Ltd.

1. PENSION SCHEME DETAILS

Please provide details of the pension scheme that the proposed Loan will be funded from.

Full Name of Scheme

PSTR Number

2. SPONSORING EMPLOYER DETAILS

Please provide details of the company that will be the recipient of the proposed Loan.

Full Name of Company

Registered Office

Postcode

Correspondence Address
(if different from above)

Postcode

Company Phone No.

Fax No.

Email Address

Details of Trade or Business

Company Registration No.

Year end

3. ACCOUNTANT DETAILS

Please provide details of the company accountant (together with arranging for them to provide DP Administration Ltd with a letter confirming that the company can meet the repayments under the terms of the Loan*).

Accountant Company Name			
Registered Office			
		Postcode	
Correspondence Address (if different from above)			
		Postcode	
Company Phone No.		Fax No.	
Full Name of Main Contact			
Email Address			

4. EMPLOYER LOAN DETAILS

Please provide details of the terms for the proposed Loan to the company (detailed in Section 2).

Total Amount of Loan			
Purpose of Loan			
**Interest Rate			% (above Base Rate)
Term of Loan (maximum of 5 years)			
Frequency of Repayments (minimum frequency of annually)			

5. LOAN SECURITY DETAILS

Please provide details of the asset(s) being used to secure the Loan (together with providing an accompanying independent open market valuation of the asset. The Trustees must have a First Charge***).

Value of Asset(s)	£	
Description of Asset(s)		

6. SOLICITOR DETAILS

Please provide details of the solicitor to be used to produce the Loan documentation.

Solicitor Company Name	<input type="text"/>		
Registered Office	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Correspondence Address (if different from above)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Company Phone No.	<input type="text"/>	Fax No.	<input type="text"/>
Full Name of Main Contact	<input type="text"/>		
Email Address	<input type="text"/>		

7. SPONSORING EMPLOYER BANK ACCOUNT DETAILS

Please provide the bank account details for the company that is the recipient of the proposed Loan.

Full Name of Bank	<input type="text"/>		
Branch Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Account Number	<input type="text"/>	Sort Code	<input type="text"/>
Full Name of Account	<input type="text"/>		
Reference (if applicable)	<input type="text"/>		

8. APPENDIX

Please ensure the following documents are enclosed.

*Letter from Company Accountant (confirming the company can meet the repayments)	<input type="text"/>
**Proof of Interest Rate (confirming the interest rate a commercial bank would lend at)	<input type="text"/>
***Valuation of Security Asset (this needs to be an independent open market valuation)	<input type="text"/>

9. AGREEMENT AND DECLARATION

By signing this form you confirm and agree that:

- I confirm that all the information provided in this application form is true and correct to the best of my knowledge.
- is carrying on a trade and is solvent.
- I understand that the maximum amount the pension scheme can lend is 50% of the net asset value of the pension scheme at the date of the Loan (minus any existing outstanding Loans, including interest).
- I am not relying on DP Administration Ltd / D. A. Phillips & Co. Ltd (if they are acting as Scheme Administrator and Trustee) or its employees providing assistance or confirmation that this Loan is an acceptable investment.
- I have taken the appropriate legal and financial advice on the issues involved.
- I have read and understood the HMRC Pension Tax Manual reference PTM123000 and SSAS Employer Loan Guidance Notes and wish to proceed with the Loan.

Signed on behalf of the Sponsoring Employer (detailed in Section 2):

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position	<input type="text"/>

Signed on behalf of the Member Trustees:

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		

DP Administration Ltd is registered in England at Bridewell House,
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