

Premier SSAS Announcement Notice

Please complete the line below and the forms on page 2

Dear

The company has set up a money purchase pension scheme for selected directors and other employees and you are being invited to join. This Scheme is known and referred to as a small self-administered scheme (SSAS). Our proposals about what the Scheme should provide for you and how the benefits should be paid for are summarised in this letter.

The Scheme is established under trust and is a Registered Pension Scheme under Part 4 of Finance Act 2004. As a Registered Pension Scheme it will enjoy all the tax advantages available to such schemes. We and the Trustees will adopt rules to safeguard those advantages and to govern the working of the Scheme. This Announcement Notice outlines briefly what the rules will provide, but if you need more precise information on any point you will need to look at the rules themselves.

The company will make contributions to the Scheme to provide benefits for you and your dependants. You will not normally be required to contribute, but you may pay personal contributions if you wish. There is no limit on the amount of contribution you may pay, but tax relief will only be given up to 100% of your total earnings in any tax year, subject to the Annual Allowance. The Trustees will invest the contributions paid by the company together with any contributions paid by you. Under the Scheme rules the Trustees have wide investment powers, but regulations do prohibit certain types of investment from being made because of the tax charges imposed on such transactions. Further details are available on request. All investment decisions require unanimous agreement of all the Trustees in writing.

Retirement Benefits

You will be entitled to take your pension benefits on your Normal Retirement Date even if you are not actually retiring from the company. You may retire earlier or later with the agreement of the company, but in most cases you may not retire and take benefits before age 55 (or age 57 from 6th April 2028) except on grounds of incapacity or serious illhealth. The benefits available at your retirement are described below.

It is also possible to phase in your retirement benefits over a number of years.

Your Pension

When you retire you will be entitled to a pension provided by your share of the assets of the Scheme. Your share will be determined by the Trustees and will usually represent the contributions paid on your behalf in respect of your membership of the Scheme.

When your pension becomes payable it will currently be secured by the purchase of a noncommutable, non-assignable annuity from a UK registered life assurance office. However, the Trustees may pay you an unsecured pension from the assets of the scheme, while retaining the option to purchase an annuity at any time. The Trustees will purchase any spouse's pension payable on your death at the same time as they purchase your pension.

Your Tax-Free Lump Sum

At retirement, you may normally elect to receive a tax-free lump sum in exchange for part of your pension. The maximum tax-free lump sum will normally be 25% of the fund being taken (although there is an upper cap if you have sizeable pension benefits).

Leaving Service Benefits

If you leave our employment, your share of the scheme assets can be:

- Transferred out to another Registered Pension Scheme, or
- Retained within the Scheme and used to provide you with retirement and death benefits at a future date.

Death Benefits

When you die, the value of the SSAS may be paid as a lump sum to a beneficiary you have nominated or to provide a pension for them via income drawdown or buying an annuity. The scheme trustees jointly have the discretion to decide how to distribute your pension fund after your death. You should complete a nomination of beneficiaries form and review this regularly. If you die before the age of 75, any payments to your beneficiaries are normally paid tax free. Where you die aged 75 or older, then any payments to your beneficiaries will be taxed at the recipient's marginal rate of income tax. If you die before age 75 and the value of your pension fund that has not yet been accessed exceeds your lifetime allowance then any excess will become chargeable to income tax at the recipient's marginal tax rates. Additional tax charges may be applied if death benefits are not paid to your beneficiaries within two years of us being notified of your death.

Lifetime Allowance

Before 6th April 2023 there was a limit called the Lifetime Allowance that tested the value of your pensions when first accessed and imposed set tax charges if you went over. This allowance changed over tax years and certain people historically could apply for certain protections as the underlying figure changed. The rules also impacted on the maximum level of tax-free cash you could take and, in some cases, the taxation of benefits on death.

The UK government have said that they intend to abolish the lifetime allowance in the future. As an interim measure they have stated that they will not levy a lifetime allowance tax charge from 6th April 2023. However, the restriction on tax-free cash linked to the lifetime allowance still remains.

As such, checks will need to be made when you start taking any benefits to ensure that you do not exceed an upper cap on tax-free cash (or ensure you keep the right entitlement if you have protected lump sum rights linked to the old lifetime allowance rules).

We reserve the right to alter or terminate the Scheme, but no alteration will affect your rights to benefits arising from contributions made before the alteration.

If you wish to accept the invitation to join the Scheme, please sign the application for membership which is attached and return it to me.

Yours sincerely: For and on behalf of:

Please complete the following

For Completion by the Principal Employer

Scheme name:	<input type="text"/>		
Details relating to:	<input type="text"/>		
Date of entry:	<input type="text"/>	Company's contributions:	<input type="text"/>
Normal Retirement Date:	<input type="text"/>	Member's contribution: <i>(to be deducted from remuneration)</i>	<input type="text"/>
Name of Trustees:	<input type="text"/>		

Please return the completed notice to:
Options SSAS Limited, 2nd Floor, Fitzalan House, Fitzalan Court, Fitzalan Place, Cardiff, CF24 0EL



FOR MORE INFORMATION PLEASE CONTACT

OPTIONS SSAS LIMITED
2nd Floor, Fitzalan House,
Fitzalan Court,
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