



# NEWCOURT

YOUR SELF INVESTED PENSION PROVIDER

SMALL SELF-ADMINISTERED PENSION SCHEME (SSAPS)  
APPLICATION FORM

# Small Self-Administered Pension Scheme Application Form



## Scheme Member Details

First Name	<input type="text"/>	Middle Name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>				
Phone No / Mob No	<input type="text"/>	Email Address	<input type="text"/>		
PPS No	<input type="text"/>	Date of Birth	<input type="text" value="DD MM YYYY"/>		
Retirement Age	<input type="text"/> (Age 60 to Age 70)	Are you a Politically Exposed Person (PEP)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Marital Status	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Widower <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/>
	Civil Partner <input type="checkbox"/>				
If applicable Spouse's Name	<input type="text"/>		Spouse's Date of Birth	<input type="text" value="DD MM YYYY"/>	
Pensions Adjustment Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

## Occupation Details

Occupation	<input type="text"/>	Salary	<input type="text"/>
Date employment commenced	<input type="text" value="DD MM YYYY"/>		
Company Shareholding	Self <input type="text"/> %	Spouse <input type="text"/> %	

## Principal Employer Details

(Where Member's salary is drawn from)

Registered Name of Employer	<input type="text"/>
If applicable, Trading Name	<input type="text"/>
Registered Address	<input type="text"/>
	<input type="text"/>
Principal Business Activity	<input type="text"/>
Financial Year End	<input type="text" value="DD MM YYYY"/>
Employer Tax No	<input type="text"/>
Companies Registration Office (CRO) No	<input type="text"/>

If this company is a subsidiary of a parent company, please confirm jurisdiction this parent company is registered in:

I confirm that I will notify Newcourt Pensioner Trustees Limited (Newcourt) either directly or through my Professional Advisor if there is going to be a change or reconstruction of the Principal Employer as it may require amendments to my Small Self-Administered Pension Scheme (SSAPS) and further notification to the Revenue Commissioners.

# Small Self-Administered Pension Scheme Application Form



## Permitted Contact on your SSAPS

By signing this application I authorise Newcourt to deal with and provide information relating to my SSAPS to the following individuals:

Contact Name	Company	Email Address	Contact number

You must advise Newcourt in writing if this authority ceases.

## Proposed Contribution

	Employer	Employee	AVC	Total
Single Contribution				
Regular Contribution				

Regular Contribution Frequency ☐ Monthly ☐ Quarterly ☐ Half Yearly ☐ Annually

## Existing Pension Benefits

Provider	NRA	Policy No	Transfer Value	Type of Pension	Benefits accrued from previous /current / concurrent employment	Tick here, if this is being transferred to the SSAPS

You must declare all pension benefits held by the member here, as Newcourt must include them when submitting the application for Revenue Approval.



# Small Self-Administered Pension Scheme Application Form



## Member Trustee Revenue Investment Declaration

I hereby declare for the benefit of Newcourt, the Pensioner Trustee, that I am aware of, understand and have taken such independent professional advice as I deem appropriate in connection with the Revenue guidelines and practices for Small Self Administered Pension Schemes (the "Guidelines") and their application to the Investment(s) and I confirm and acknowledge that the Investment(s) is/are or shall be in conformity with and do not or shall not, to the best of my knowledge, contradict the Guidelines. I confirm and acknowledge that the Investment(s) held within my SSAPS is/are being undertaken at my request and direction and agree to release, indemnify and hold harmless Newcourt, from any and all liability in connection with or arising from the Investment(s) being deemed to breach the Guidelines.

A summary of current Guidelines is detailed below for convenience only – your Professional Adviser will need to advise you of any changes affecting the Guidelines and updates may also be obtained on the Revenue's website [www.revenue.ie](http://www.revenue.ie)

### **I confirm that I am aware that any investment made by the SSAPS cannot be:**

1. A loan to any member of the scheme
2. A loan to any other individual having a contingent interest in the scheme
3. A loan to the employer of the scheme
4. The acquisition of property or other fixed assets from the employer
5. The acquisition of shares, debentures, etc. in the employing company, whether by subscription, bonus issue or other purchase from existing shareholders or by any other means
6. The purchase of personal chattels such as works of art, jewellery, vintage cars, yachts etc. (Schemes can invest in choses in action which are not tangible, moveable or visible. Examples are company shares, copyrights, and financial futures)

### **I also confirm that I am aware where property investments are concerned that:**

1. The vendor must be at arm's length from the scheme and the employer, including its directors and associated companies
2. The purpose of the acquisition is not for disposal or letting to the employer, including its directors and associated companies
3. The disposal of the property is on an arm's length basis
4. The purchase of holiday homes for personal use is not permitted
5. Purchase of overseas property is only permitted where there are appropriate arrangements in place to enable Newcourt, to maintain control of the asset, to ensure that Revenue rules are complied with
6. A transaction which involves the acquisition and development of property with a view to its disposal will not constitute an investment to which the exemption in Section 772(2), Taxes Consolidation Act, 1997, will apply
7. Any proposal that involves the diversion of the sponsoring employer's taxable activity into the scheme is not acceptable
8. All rental payments must be paid into the bank account of the SSAPS directly

Member Name

Date

Signature

# Small Self-Administered Pension Scheme Application Form



## Data Protection & Disclosures Notice

### Data Controller

The 'Data Controller' for the purposes of the Data Protection Acts 1988-2003 is Newcourt Pensioner Trustees Limited (NPT). The personal data being collected on this form is for the purposes of processing your application. Newcourt may not, except for the purposes of carrying out our obligations under the relevant terms and conditions of a product or service offered by us or as required or permitted by law or regulation or as required by any regulatory body or governmental authority in any country or territory, disclose any confidential information relating to you to a third party.

By signing your name below you acknowledge that in providing products or services to you we may receive personal data and sensitive personal data, each as defined under the relevant Data Protection Acts ("Data"), about you. Data shall include, but shall not be limited to, information contained in this application (or provided subsequently in discussion or otherwise) and any information arising in relation to the Trust Deed and Rules and your business relationship with Newcourt. We undertake to use all reasonable commercially justifiable efforts to maintain the security of Data you provide to us.

By signing your name below you consent to us (Newcourt) and our agents, holding, using, disclosing and processing Data in the following ways:

- (a) To comply with legal and regulatory obligations.
- (b) To comply with the relevant terms and conditions for the products and services provided to you.
- (c) For direct marketing purposes, to advise you of products or services of Newcourt or selected third parties, unless you have indicated to the contrary in writing.
- (d) To contact you or your personnel by post, telephone, email, fax, SMS message or other means, unless you indicate to the contrary in writing.
- (e) To carry out statistical analysis and market research.
- (f) To disclose to any (or any proposed) assignee, disposer or successor.
- (g) To hold, use, disclose and process Data for any other specific purposes where you or your personnel representatives on your behalf have given Newcourt your specific consent to do so.

By signing your name below you also consent to us and our agents, sharing Data with your nominated Professional Advisor to enable them to advise on your pension contracts with Newcourt.

I agree that Newcourt may contact me in person, by phone, letter, e-mail or other electronic means to provide me with general information and regulatory updates relating to this contract at any time.

I agree that the Information may be held and used by Newcourt for Marketing purposes, including Marketing by e-mail or other electronic means. Yes ☐ No ☐

You acknowledge that at any time you can ask us to stop or change the methods by which we may send you marketing materials. This can be done free of charge by writing to Newcourt Pensioner Trustees Limited, Father Mathew Hall, 131 Church Street, Dublin 7.

## Consents and Authorisation

I consent to the holding, use and disclosure of Data concerning me in the manner set out above.

I authorise the Department of Social Protection and/or the Revenue Commissioners to advise Newcourt of my most recent address on their records at any future time.

Member Name

Date

Signature

# Small Self-Administered Pension Scheme Application Form



## Declarations

I confirm that I have received, completed and reviewed the:

- Newcourt SSAPS Brochure
- Independent professional advice in relation to this SSAPS
- Trust Deed and Rules of the SSAPS
- Pension Administration & Indemnity Agreement

I further agree to complete Trustee Training every two years and I accept full responsibility for completion of same.

I acknowledge that this Application Form is part of the set up documentation required to establish a SSAPS with Newcourt. The second part of the set up documentation is the 'Trust Deed and Rules'. This must be executed by the Principal Employer as confirmed in this application and defined in the Trust Deed and Rules, the Pensioner Trustee Newcourt and the Additional Trustee defined in this Trust Deed and Rules. The Trust Deed and Rules detail the legislation and rules of the SSAPS. Prevailing legislation and Revenue Rules will always govern the SSAPS and any benefits accrued and paid out under the SSAPS must comply accordingly. Newcourt must apply for Revenue Approval from the Office of the Revenue Commissioners to establish my SSAPS.

I confirm that all information provided in this application by me to Newcourt is accurate and up to date. Under current legislation all SSAPS require a Registered Administrator. Newcourt is an approved Registered Administrator with the Pensions Authority and as such satisfy this requirement.

I confirm that I have been advised that the provision of this product or service does not require licensing, authorisation, or registration with the Central Bank of Ireland and, as a result, is not covered by the Central Bank of Ireland's requirements designed to protect customers or by a statutory compensation scheme.

## Member Trustee Declaration

Member Name

Signature

Date

## Principal Employer Declaration

I confirm that the Principal Employer wishes to establish a SSAPS in respect of the Scheme Member named in this application form. I confirm that the Principal Employer has signed and sealed the Trust Deed signature page attaching to this application form which forms part of the SSAPS Revenue submission documents. I now instruct Newcourt to make the application to the Revenue Commissioners to establish a SSAPS for the Scheme Member named in this application form and once Revenue Approval has been obtained, to act as Pensioner Trustee and Registered Administrator of the SSAPS.

Name

Director / Secretary

Signature

Date

# Small Self-Administered Pension Scheme Application Form



## Professional Advisor Declaration

I declare that I have advised the aforementioned Scheme Member with regard to setting up a Small Self Administered Pension Scheme with Newcourt Pensioner Trustees Limited. I have explained the Revenue Rules and Guidelines to the Scheme Member.

Print Name	<input type="text"/>	Position Held	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text" value="DD MM YYYY"/>
Name of Firm	<input type="text"/>		

## Checklist

- ☐ Certified Photographic ID – Passport or Driver's Licence
- ☐ Certified Utility Bill – not more than 3 months old
- ☐ Copies of Member's most recent P60
- ☐ Completed section on this Application detailing existing pension assets
- ☐ Newcourt Bank of Ireland Account Opening Form
- ☐ Execution Only Declaration
- ☐ Trust Deed Signature Page
- ☐ Newcourt Fee Collection - Direct Debit Form



# Small Self-Administered Pension Scheme Application Form



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**IN WITNESS WHEREOF** the Principal Employer and the Trustees have entered into these Presents the day and year first above written.



**PRESENT** when the **COMMON SEAL** of  
**THE PRINCIPAL EMPLOYER**

was affixed hereto:

\_\_\_\_\_  
*Director*

\_\_\_\_\_  
*Secretary*

**SIGNED**

By the said Additional Trustee

\_\_\_\_\_  
*Signature*

In the presence of

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Witness Address*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PRESENT** when the **COMMON SEAL** of  
**NEWCOURT PENSIONER TRUSTEES LIMITED**

was affixed hereto:

\_\_\_\_\_  
*Director*

\_\_\_\_\_  
*Secretary*

# Small Self-Administered Pension Scheme Application Form



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# Small Self-Administered Pension Scheme Application Form



## SEPA Direct Debit Mandate

SEPA Direct Debit Mandate

(Office Use Only)

*Unique Mandate Reference (UMR) – to be completed by Newcourt Pensioner Trustees Ltd*

By signing this mandate form, you authorise (A) Newcourt Pensioner Trustees Ltd to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from Newcourt Pensioner Trustees Ltd. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please return this form to:- Newcourt Pensioner Trustees Ltd, Father Mathew Hall, 131 Church Street, Dublin 7.

**Please complete all the fields marked \*.**

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Type of payment \* Recurrent payment ☒ or One-off payment ☐

Signature(s): 


 Date 

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**Newcourt Pensioneer Trustees Limited**

**Tel: 01 8280070 Fax: 01 8726038 Email: [info@newcourttrustees.ie](mailto:info@newcourttrustees.ie) Web: [www.newcourttrustees.ie](http://www.newcourttrustees.ie)**  
**Registered Address: Father Mathew Hall, 131 Church Street, Dublin 7.**

Newcourt Pensioneer Trustees Limited is approved as a Pensioner Trustee by the Office of the Revenue Commissioners,  
Large Cases Division, Financial Services (Pensions).

CRO No. 251030. A private company limited by shares and having a share capital.  
Directors: Gerard Keane, Mark Keane and Danny McGill. VAT Number: IE 8251030 G