

**PROTECTING YOUR TAX FREE CASH AT 6 APRIL 2006  
 INFORMATION REQUIRED FOR EACH OCCUPATIONAL PENSION SCHEME**

Client's name \_\_\_\_\_ DOB \_\_\_\_\_ Spouses DOB \_\_\_\_\_

Scheme Name in full \_\_\_\_\_

Employer's name in full \_\_\_\_\_

Date of joining this specific employment \_\_\_\_\_ Date left or leaving this specific employment \_\_\_\_\_

Are you or have you been a Controlling Director in relation to this employment (see note 1) Yes / No

All pension plans you were a member of in relation to this employment:

Scheme Name	Insurance Company	Plan Number	Date Started

Earnings history *from this employment only* (dividends must not be included) (See note 2)  
*up to 5 April 2006 only – we cannot use later figures.*

Year ending (dd/mm/yyyy)	Basic Salary For Year	Fluctuating Emoluments (bonuses and P11D benefits)
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NB Your salary history will determine your protected tax free cash entitlement so it is important that you give as complete information as possible

Personal Pension Plans Or Retirement Annuities Started Before Joining The Scheme Related To This Employment

Insurance company	Employment related to	Date Premiums Started	Date Premiums Stopped

Other Occupational Pensions From Different Employments (whether concurrent or not)

Scheme / Insurer	Employer	Date Joined Employer	Date Joined Scheme	Date Left Employer	Plan Number

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Notes:

1. A Controlling Director is defined as a director, who within the last 10 years, either alone or together with his/her associates, has owned or controlled whether directly or indirectly or through other companies, 20% or more of the ordinary share capital of the Employer to which the pension relates. Associates of a director are defined as: any close relative (e.g. spouse, forebear or sibling); or partner; or trustee of certain legal settlements in which the director has an interest, or is the settlor.
2. Pensionable earnings may be broadly defined as earnings or benefits which are assessable to income tax under Schedule E, such as salary, bonus, commission, profit related pay and benefits-in-kind (i.e. car benefit, health, etc). It should be noted, however, that there are some notable exceptions, such as “Golden Handshakes” and share options and share dealings, which although taxable are NOT pensionable. Similarly, there are some instances where although not assessable to Schedule E tax, a benefit may be pensionable, such as the value of accommodation which an employee is required to occupy as a condition of their employment. Any fluctuating emoluments or benefits in kind should be shown in monetary terms. If you have any difficulty obtaining details of past earnings, you can usually ask you tax office for such information.
3. You should note that if you were a director in relation to the employment to which the above earnings relate any periods of service that you did not take remuneration should still be included within the period of service covered by the dates entered for joining and leaving the employment.
4. It is essential that you complete all information requested otherwise it may lead to you losing out on benefits. Any missing information (such as gaps in your earnings history) may lead to delays in completing our analysis of your entitlement.