

HEAD OFFICE

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HARTSFIELD

TRUSTEE SERVICES LIMITED

Registered in England number 07118899.
Registered Office: Hartham Park, Corsham, Wiltshire SN13 0RP.
VAT registration number: 102 5280 62

**Participating Employer
Application Form**



1. Participating Employer

Company Name	<input type="text"/>		
Registered Company No.	<input type="text"/>	Date of Incorporation	<input type="text"/> / <input type="text"/> / <input type="text"/>
Registered Address	<input type="text"/>		
		Post Code	<input type="text"/>
Trading Address (if different to registered address)	<input type="text"/>		
		Post Code	<input type="text"/>
Correspondence Address (trading address will be used unless specified)	<input type="text"/>		
		Post Code	<input type="text"/>
What is the main trading activity of the company?	<input type="text"/>		
Is the company currently trading?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Please tick)
If No please provide details of when you expect to commence trading	<input type="text"/>		

2. Contact Details

	Principal Contact	Alternative (2nd Contact)	Alternative (3rd Contact)
Contact name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. HM Revenue & Customs Information

This information may be requested by HM Revenue & Customs Pension Scheme Services in relation to the operation of your Scheme

Corporation Tax No..	PAYE Reference No.	VAT No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Declarations

- We wish to be added as Participating Employer to the _____ Pension Scheme
- We confirm we are acting in accordance with the Memorandum and Articles of Association of the Company and have the authority and capacity to enter into this agreement
- In the event that the Principal Employer ceases to exist, we agree to act as joint Scheme Administrator in its place and take over each and every responsibility of the Principal Employer with regard to the Scheme
- We understand and agree that Hartsfield Trustee Services Limited are entitled to charge fees and expenses for administering the Scheme. We confirm that we have received a copy of the Schedule of Fees current at the date of this application and agree that we are jointly liable with the Principal Employer to pay the fees as set out in that Schedule. We also understand that the fees payable in respect of the Scheme may be amended or increased from time to time (upon reasonable prior notice) and agree to the most recent version published on the Hartsfield website
- This document, together with any supplementary information provided by us or our Advisers or representatives whether in our own handwriting or not, provides you with the information required to continue administering the above Pension Scheme
- We understand that Hartsfield Trustee Services Limited will normally correspond with the Person(s) named in Section 2 of this application form unless we have requested otherwise
- To the best of our knowledge and belief, the information provided in this application is true and complete and we understand that it is an offence to make false statements

For and on behalf of (insert company name)

Signatures

Company Director

Print Name

Date / /

Signature

In the presence of (witness)

Print Name

Date / /

Address

Post Code

Occupation

Signature