

HEAD OFFICE

Hartham Park, Corsham, Wiltshire SN13 0RP
Tel: 0800 612 6644
Email: info@hartsfield-trustees.co.uk
www.hartsfield-trustees.co.uk



HARTSFIELD

TRUSTEE SERVICES LIMITED

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

**Principal (Sponsoring) Employer
Application Form**



1. Principal Employer

Company Name

Registered Company No. Date of Incorporation / /

Registered Address

 Post Code

Trading Address
(if different to registered address)
 Post Code

Correspondence Address
(trading address will be used unless specified)
 Post Code

What is the main trading activity of the company?

Is the company currently trading? Yes No (Please tick)

If No please provide details of when you expect to commence trading

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 is required as part of the registration process for your scheme with HM Revenue & Customs for tax purposes

Corporation Tax No.

PAYE Reference No.

VAT No.

4. Participating Employers

Up to 3 other companies can be added to this pension scheme. Please speak to your financial adviser for details and, if you would like to add one or more companies to the scheme, please complete a "Participating Employer" form for each.

5. Declarations

- We request that Hartsfield Trustee Services Limited establish a Pension Scheme to be known as _____ 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
- We hereby appoint Hartsfield Trustee Services Limited as Practitioner and supplier of administration services to the Scheme
- We request that Hartsfield Trustee Services Limited provide the necessary documentation to establish the Scheme and provide the Members with details on their membership on our behalf
- We understand that each Member of the Scheme will be appointed as a General Trustee
- We appoint White Horse Trustees Limited as a Trustee to the Scheme
- We appoint _____ as Scheme Administrator*
- We request that the Scheme Administrator issues such documents and provides appropriate benefits as may be required from time to time
- We agree to act as joint Scheme Administrator and agree to apply for a Scheme Administrator Authorisation from HM Revenue & Customs
- 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 establish and administer our Pension 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 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
- 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

* Unless otherwise specified, this will be White Horse Trustees Limited

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