



ITC SSAS

APPLICATION

ITC SSAS Application Checklist

1. Proof of ID (One of the following)

Check

a. Current (i.e. in date) and valid passport.

Or

b. Current, full and valid Driving Licence

Must be certified as a true copy of the original and dated by an Accountant, Solicitor, Garda or Regulated entity based in Ireland.

2. Address Verification (One of the following & less than 3 months old from the issue date)

Check

a. Residential Utility Bill for the client's home address
(electricity, gas, water, home phone or home broadband)

Or

b. Personal Bank / Building society / financial institution statement
(must be a full page statement and show activity on the account)

Must be certified as a true copy of the original and dated by an Accountant, Solicitor, Garda or Regulated entity based in Ireland.

3. Most recent P60

Check

If a copy, certified as a true copy of the original and dated by an Accountant, Solicitor, Garda or Regulated entity based in Ireland.

Application Form

Personal Details

Title		First name	
Surname		Date of Birth	
Marital status		Gender	

(If divorced, please provide a copy of the Pension Adjustment Order)

Contact Details

Address			
	Eircode		
Email			
Home Tel.	Work Tel.		
Mobile			

Advisor Details

Advisor		Telephone	
Advisor Company		Email	
Address			
	Eircode		
Advisor fee	Initial Set Up Fee €	AMC	%
<i>The Advisor fee will be charged in addition to ITC's annual management fee (as per the fee schedule).</i>		Advisor Minimum Fee	€

Signature of Advisor:

Date:

Occupational Status

Occupation		Job Title	
Total Remuneration (include salary, BIK etc)	€	Date Employment Commenced	
PPS Number		% Shares held in Employer Co.	(a) Self: (b) Spouse:

Value of Existing Pension Benefits *(include all Pension Types e.g. Personal, Occupational, PRSA, ARF etc.)*

Pension Provider	NRA on Scheme	Policy No	Transfer Value	Personal or Occupational Pension?	In respect of previous or current employment	To be transferred to SSAS
1.			€			Y <input type="checkbox"/> N <input type="checkbox"/>
2.			€			Y <input type="checkbox"/> N <input type="checkbox"/>
3.			€			Y <input type="checkbox"/> N <input type="checkbox"/>
4.			€			Y <input type="checkbox"/> N <input type="checkbox"/>
5.			€			Y <input type="checkbox"/> N <input type="checkbox"/>

Do any of the benefits being transferred contain assets transferring in-specie? Yes No If so, please enclose a copy of the latest scheme report.

If a tax free lump sum has been received, please confirm the value

€

Employer Details

Name		Tax Number	
Registered Office		Company Year End	
		Telephone	
Trading Address			
		Eircode	
Email Address			

Contribution Details *

	Employer	Employee	Total
Single Contribution			
Regular Contribution			

Regular Contribution Frequency: Monthly Quarterly Half Yearly Annually

* It is a condition of Revenue approval that a meaningful contribution must be made to the scheme.

Special Instructions and Additional Information

(Additional Information - service with previous related companies, banking, investment and risk benefit details if relevant separate sheets where necessary).

Declarations

1. I confirm that I have completed the within Application to the best of my knowledge ability and belief, and that the Application along with ITC's Terms of Business shall form the basis of the contract for services between me and Independent Trustee Company.
2. I acknowledge that the process to establish my ITC SSAS will commence when Independent Trustee Company has received and accepted a fully completed application form and that my SSAS can be submitted to the Revenue Commissioners for approval only when all documentation and information requested has been provided to Independent Trustee Company.
3. Where a fee has been agreed in respect of the establishment of my ITC SSAS, I authorise Independent Trustee Company to deduct said fee by direct debit.
4. If I do not complete a direct debit mandate or if it cannot be drawn upon for any reason, I hereby authorise Independent Trustee Company Ltd. to deduct the annual management fee from my ITC SSAS without further authorisation. I understand that Value Added Tax (if any) cannot be recovered by my ITC SSAS.

Client Portal - Consent

Access to the ITC Client Portal can be gained from the website, www.independent-trustee.com or by downloading the app to phone or tablet from the App Store.

I confirm that

- I do not wish to receive reports, statements or projections as hard copy (by post)
- I wish to gain access to the ITC Client Portal and consent to receiving relevant scheme documentation, reports, statements and projections via my ITC Client Portal.

Signature of Applicant:

Date:

Consent to Marketing Communications:

From time to time, we may wish to use the information you have provided for the purposes of providing you with additional information relating to the goods and services of ITC, its associated companies and/or carefully selected third parties. If you consent to our use of your data in these ways, please indicate by ticking this box:

Employer Consent

I confirm our instructions for ITC to:

- establish a small self-administered pension scheme (SSAS)
- administer the scheme once approval has been obtained from the Revenue Commissioners, and
- act as pensioner trustee of the scheme

We acknowledge that your services will be provided in accordance with ITC's Terms of Business, a copy of which has been provided to and read by us.

Signature of Director of Employer Company:

Date:

For office use only

A	B	C	Annual	AM
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QROPS

(complete if benefits are to be transferred from UK-based pension schemes)

Member Personal Details

Name	
Address	

UK Employer (if applicable)

Employer Name	
Employer Address	
Employee ID (if any)	

UK Pension

Scheme Name	
Scheme Ref.	
Trustee	
Trustee Address	
Scheme Manager	
Scheme Manager Address	

ITC QROPS (name of the receiving scheme)	
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- I authorise Independent Trustee Company (ITC) to make such enquiries as are necessary to facilitate the transfer of this UK pension to my new scheme with ITC.
- I understand that a future transfer from the ITC QROPS may be restricted.
- I enclose HM Revenue & Customs form APSS263 (Available on the QROPS section of the ITC Website).

Member Signature	
Date	

Due to circumstances beyond our control, transfers from the UK may take significantly longer than transfers from Irish providers.

Payment of Annual Management Fee

Dear Sirs,

I hereby authorise you to deduct the annual management fee from the scheme Operating Account for my scheme without further authorisation.

I understand that the fee will be deducted once a year following the annual accounts being issued. I also understand that the VAT element of the fee cannot be recovered from the pension trust as it is not registered for VAT.

I may wish to pay the fee by cheque from the company in the future and if I wish to do so I will contact ITC within 30 days of receipt of my annual scheme accounts & invoice so that the fees will not be deducted from the pension scheme.

Yours sincerely,

Client Signature

Print Name

Date

SEPA Direct Debit Mandate

By signing this mandate form, you authorise (A) Independent Trustee Co Ltd to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Independent Trustee Co Ltd.

As part of your rights, you are entitled to a refund from your bank under the terms & 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.

Unique Mandate Reference (To be completed by ITC)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
CREDITOR ID: IE60ZZZ304114	
Creditor Name: Independent Trustee Co Ltd	
Creditor Address: Harmony Court, Harmony Row, Dublin 2, Ireland.	

Please complete parts 1 to 3 to instruct your Bank to make payments directly from the employer bank account

1. Customer Details

Client Name:	<input type="text"/>
Account Name (account holder):	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>

2. Account Numbers

IBAN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
BIC	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3. Type of Payment (Please tick ✓)

Recurrent:	<input checked="" type="checkbox"/>	One-off Payment:	<input type="checkbox"/>
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----- Authorised Account Signature:	----- BLOCK CAPITALS	----- Date of Signing:
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Please return the completed form to:

Independent Trustee Company Limited, Harmony Court, Harmony Row, Dublin 2.

Independent Trustee Company Limited, as part of the ITC Group, is regulated by the Central Bank of Ireland.

Declaration of Trust

Pension Trust

This Trust is made on 1st day of _____ 20____ ('Commencing Date') between

First Part:

'Principal Employer'			
Address			
Town		County	
CRO Number			

Second Part:

'ITC'	Independent Trustee Company
Address	Harmony Court, Harmony Row, Dublin 2.

Third Part:

'Member Trustee'	First Name		Surname	
Address				

Whereas:

The Principal Employer has decided to establish under irrevocable trust a retirement benefits scheme for the purpose of providing relevant benefits (as defined by section 771 of the Taxes Consolidation Act 1997), in accordance with the Trust Document and Rules set forth in the Schedule hereto and available at www.independent-trustee.com/resources/downloads.

Acknowledged by the Parties:

For and on behalf of the Principal Employer: <i>To be signed by director</i>	<i>Director Signature</i>	<i>PRINT NAME</i>
For and on behalf of ITC: <i>Signed by ITC</i>	<i>Director Signature</i>	<i>PRINT NAME</i>
By the Member Trustee: <i>To be signed by client</i>	<i>Signature</i>	<i>PRINT NAME</i>

TO WHOM IT MAY CONCERN

Name:

Company:

Date of Birth:

Dear Sir / Madam,

Independent Trustee Company Limited, Harmony Court, Harmony Row, Dublin 2 (Telephone Number (01) 661 1022, Fax Number (01) 661 1024) are undertaking certain financial planning on my behalf.

You are hereby authorised to directly provide Independent Trustee Company Limited with any information they request regarding the financial products held by me or my company.

Please directly provide the information requested on request of this notice. It is not necessary to copy me accordingly and you are requested to comply with this authority fully and immediately.

Yours sincerely,

Client Signature

Print Name

Date

Name of Pension Company: _____

Policy number: _____

Date of Birth: _____

To whom it may concern,

This is to confirm that I wish to transfer my existing pension with the above noted Pension Company to my SSAS with Independent Trustee Company.

You are hereby authorised to directly provide Independent Trustee Company Limited with any information they request regarding the financial products held by me or my company. Independent Trustee Company is located at:

Independent Trustee Company

Harmony Court

Harmony Row

Dublin 2

Tel: (01) 6611 022

Please make cheque payable to: _____

If you have any queries please do not hesitate to contact ITC on (01) 6611 022.

Yours sincerely,

Client Signature

Print Name

Date

Independent Trustee Company Limited
Harmony Court
Harmony Row
Dublin 2

Tel: (01) 661 1022
Fax: (01) 661 1024
Email: info@independent-trustee.com

SA 101.1.6
Effective from November 2018

www.independent-trustee.com



Independent Trustee Company Limited, part of the ITC Group, is regulated by the Central Bank of Ireland.

Please note 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, it is not covered by the Central Bank's requirements designed to protect consumers or by a statutory compensation scheme.