

Client's name
Clients address 1
Address 2
Address 3
Postcode

Date:
Ref: FSCS/**scheme**

Dear **client's name**,

FSCS Subject Access Request

The Lifetime SIPP Re **client's full name**

I understand that you have filed an application to the Financial Services Compensation Scheme (FSCS) in connection with a claim for compensation concerning the advice given to you by your appointed financial adviser at the time of setting up your SIPP and investment(s).

Whilst The Lifetime SIPP have worked with the FSCS in providing information for your claim, we are not routinely informed of the final outcome. Therefore in order that we may mark up your SIPP effectively, please can you send us a copy of any correspondence you have received from the FSCS that gives instructions on the outcome of your claim. Unless we get a copy of these instructions your SIPP will remain operational and remain liable for your annual administration fees.

Your Annual Administration Charge which ensures the administration of the SIPP continues to comply with HMRC and FCA requirements, the administration tasks listed below have to be undertaken, regardless of the SIPP value:-

- Professional responsibility and independent Trustee of the scheme.
- Ongoing responsibility as scheme administrator.
- Routine administration of the SIPP including carrying out non reportable transactions, routine record keeping, regular advice to The Pensions Regulator and general technical and administration queries.
- Preparing and filing the Registered Pension Scheme event report
- Ongoing negotiations with, and ad hoc reporting to HMRC, including audit requests.
- Individual returns to HMRC.
- Issuing of Statutory Money Purchase Illustration statements as required by the HMRC pension legislation.
- FCA reporting.
- Revisions to the Trust Deed and Rules required as a result of a change in legislations or HMRC practice.
- Facilitating the purchase and sale of assets on behalf of the scheme.
- Reclaiming Tax Relief from HMRC on personal contributions, when applicable.

The annual administration fee is based on the minimum administration requirements as listed above. We do not base our administration fee on a 'per activity' basis, or on the value of the fund.

Therefore unless we receive a copy of the final instruction from FSCS we will continue to administer your SIPP on a full on going basis and charge annual administration fees accordingly.

Please send any correspondence you receive from the FSCS to the above address or email info@thelifetimesipp.com

If you have any queries regarding the above, please contact us on 0117 316 9944.

Yours sincerely,

Kelly Herbert Bsc (Hons)
Relationship Associate

Ref: KH/FSCS/

Please take this as my authority to communicate with me regarding The Lifetime SIPP on the email address detailed below. Please complete and return this address slip to our below Lifetime SIPP address. Alternatively you can email us at info@thelifetimesipp.com with your email details.

Email Address:

Signed:

Name: