

small self-administered schemes and family pension trusts

## borrowing information schedule

scheme details

Name of Scheme

Scheme Reference Number  
(if known)

**Please complete the Borrowing Information Schedule in full using BLOCK CAPITALS and dark ink. There are notes to help you. Any omission could delay the proposed borrowing which could, if required for a property purchase, also delay that transaction.**

**On completion please arrange for all the Trustees to sign and date the Declaration before returning it to us.**

**The information supplied will be held in the strictest confidence and subject to the provisions of Data Protection Legislation.**



Rowanmoor Pensions

## lender's details

Contact name, company name and address of lender.

Contact Name	<input type="text"/>	
Company Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Country	<input type="text"/>	Postcode <input type="text"/>
Telephone Number (inc. STD code)	<input type="text"/>	Fax Number (inc. STD code) <input type="text"/>
Email	<input type="text"/>	

Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide for a definition of a connected party.

Is the lender in any way connected to the members, trustees or any participating employer?

YES

NO

If you have ticked 'YES' above, please detail the connection below

## documentation

Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide for details on the documents required and how these should be completed.

If the following have already been supplied, please forward copies when returning this schedule and tick the relevant boxes to confirm their enclosure.

Facility/Offer Letter

Legal charge

Other (please specify)

## reason for borrowing

If the borrowing is to finance a property purchase please ensure you also complete a Property Information Schedule.

to assist in the purchase of property

other (please specify the reason and what will be used as security)

## borrowing and repayment terms

If the borrowing is required to assist with a property purchase VAT may be payable and you may need to register for VAT. Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide for more information.

Amount to be borrowed

Please confirm the terms of the borrowing:

Repayment frequency  Monthly  Quarterly  Annually  Other (please specify)

Periodic repayment amount

Term

Interest rate  **OR** Base rate plus

## borrowing and repayment terms (continued)

If the borrowing is to fund a property purchase, it is usual for the rent received on the property to be set at a level that will cover the mortgage commitments, while still reflecting a commercial rate.

## your solicitor

Please provide the contact name, company name and address of the solicitor acting for all the trustees (including Rowanmoor Trustees Limited).

If you do not have a solicitor, you may wish to appoint a solicitor we deal with regularly for scheme property transactions. Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide.

If you have already completed a Property Information Schedule, you do not need to duplicate the solicitors details.

Are arrangement, security or any other fees included in the amount to be borrowed?

YES

NO

If you have ticked 'YES' above, please provide details below

How will the repayments be funded?

Contact Name

Company Name

Address

Telephone Number  
(inc. STD code)

Postcode

Email

Fax Number  
(inc. STD code)

Tick below if you wish to appoint:

Trethowans (if your scheme is administered from our Salisbury offices.)

Garstangs (if your scheme is administered from our Bolton offices.)

# declaration

\*Only applicable if more than one member.

This is our standard Borrowing Information Schedule upon which we intend to rely. For your own benefit and protection you should read the declaration carefully before signing. If you do not understand any point please ask for further information or seek independent advice.

To be signed by all of the trustees.

As a Trustee(s) of the scheme I/we confirm that:

I/We have taken written advice on the suitability of the borrowing, a copy of which is provided.

\*We hereby confirm our unanimous agreement to the proposed borrowing.

The above information is, to the best of my/our knowledge, true and complete and no material details have been omitted.

I/We authorise Rowanmoor Pensions to give and request information necessary to complete this transaction and comply with Her Majesty's Revenue and Customs legislation.

Signature	<input type="text"/>	
Print Name	<input type="text"/>	Date <input type="text" value="D D MM YY"/>
Signature	<input type="text"/>	
Print Name	<input type="text"/>	Date <input type="text" value="D D MM YY"/>
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Print Name	<input type="text"/>	Date <input type="text" value="D D MM YY"/>
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Print Name	<input type="text"/>	Date <input type="text" value="D D MM YY"/>



TELEPHONE: 08445 440 440 • FAX: 08445 440 500  
enquiries@rowanmoor.co.uk • www.rowanmoor.co.uk

### ADMINISTRATION CENTRES

ROWANMOOR HOUSE • 46-50 CASTLE STREET • SALISBURY SP1 3TS  
2 BELMONT HOUSE • DEAKINS BUSINESS PARK • EGERTON • BOLTON BL7 9RP

### CONSULTANCY OFFICES

LONDON | BOLTON | BURGESS HILL | SALISBURY

Rowanmoor Pensions is a trading name of the Rowanmoor Group plc companies. Rowanmoor Group plc is registered in England (no. 5792242) at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS.

**If you require this document in audio tape, large print, Braille or PC disc format, please telephone 08445 440 550 or fax 08445 440 500.**