The Seccl Personal Pension / YOUR SIPP

Client Name: <<Insert Name>>

Client Reference: <<Client ID>>

Account Reference: INVST-<<Account ID>>

**Regular Employer Contribution Agreement**

Your employee named above has confirmed that you will be making regular contributions on their behalf to the above pension plan.

The contributions new are expecting are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Contribution** | **Amount** | **Frequency** | **Commencing** |
| <<Employer Gross>> | <<Amount>> | Monthly/Quarterly/Half-yearly/Yearly | <<Date>> |
| <<Employee Contribution (Net)>> | <<Amount>> | Monthly/Quarterly/Half-yearly/Yearly | <<Date>> |

We will reclaim basic rate tax for all employee contributions (net).

**Are the contributions being paid from an unincorporated business?**

If ‘yes’, you’ll need to supply evidence of its identity. Acceptable evidence is a copy of the business’ latest annual report and accounts, plus the HM Revenue & Customs tax return or invoice.

**Employer Contribution Declaration**

We agree to pay the above regular contributions for the employee until further notice and by the ‘due date’ as defined in the ‘Employer Contribution Notes’.

We will notify the scheme administrator, Seccl Custody Limited by email sipp@seccl.tech within 30 days of the client ceasing to be employed by us or where contributions are reduced or terminated.

|  |  |
| --- | --- |
| Name of Employer |  |
| Name of Employers Authorised Signatory |  |
| Position of Employers Authorised Signatory |  |
| Email address of Employers Authorised Signatory |  |
| Date |  |

We will monitor receipt of these contributions in accordance with The Pension Regulator code of Practice.

More information about this code of practice can be found at [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk).

Please return the completed form to YOUR Platform via Questions@YOUR-Platform.co.uk.

**EMPLOYER CONTRIBUTION NOTES**

Under the ‘reporting late payment of contributions to personal pensions’ code of practice issued by The Pensions Regulator, Seccl Custody Limited is required to report any failure by you to make a contribution which has been agreed with an employee. Such an agreement between and employer and employee is known as a direct payment arrangement and applies to all contributions paid by an employer which are:

* deducted from and employee’s pay
* paid on the employer’s own account
* both of the above

The code applies in the following circumstances:

* if there’s a late payment\* of a contribution which is likely to be material significance to The Pension Regulator.
* If information isn’t provided to Seccl Custody Limited when requested for contribution monitoring purposes.

The code requires Seccl Custody Limited to report to The Pensions Regulator in these circumstances.

\*Late payment means a payment that’s not received at all, isn’t received on time, or a payment that is not received in full.

**REPORTING LATE PAYMENTS**

Seccl Custody are required to report any late payment you have agreed to make that’s not paid to us by the due date. The due date is the latest date this type of payment must be received by us. This due date will be:

* **For employee contributions the 19th of the month after the end of the Calander month the contributions were deducted from the employee’s pay.**
* **For employer contributions it is the date you confirmed that the contribution will be paid into the SIPP from an employee’s pay.**

Money received after the due date will be regarded as a late payment.

**DECIDING TO REPORT**

If Seccl Custody Limited have reasonable cause to believe a late payment is likely to be of material significance, we must submit a material payment failure report to The Pensions Regulator. For example, a report will be made if:

* Contributions have been outstanding for 90 days after the due date, or
* We become aware you don’t have adequate procedures or systems in place to make sure the correct and timely payment of contributions due, or if we have reasonable cause to believe that you cannot or will not pay an outstanding contribution.

**TIMESCALES FOR MAKING A REPORT**

We’ll report to The Pensions Regulator within 10 working days of identifying that a late payment is of material significance.

**CHASING LATE PAYMENTS**

We’ll pursue late payments on a proactive basis before submitting a report to The Pensions Regulator. Your employee will be kept informed of our actions.

**TIMESCALES FOR US TO INFORM YOU**

If we make a late payment report to The Pensions Regulator, we’ll inform employees/their representatives of this event at the same time.

**REPORTING NON-PROVISION OF INFORMATION**

If we ask you for information to help us monitor the payment of contributions, you must provide the required information within seven days of the original request. We must then report to The Pensions Regulator within 14 days of the date of the request if we haven’t received payment information from you that enables us to monitor payments. We’ll also report this non-provision of information to the employees concerned at the same time. We’ll make copies of all correspondence with you available to the employee and/or their representative regarding late payments.