

FURTHER/REMAINING PROPERTY SHARE PURCHASE FORM

Focussed pension administration, by Curtis Banks



This document is part of a set,
all of which should be read together:

- Terms and Conditions
 - Schedule of Fees
 - Schedule of Allowable Investments
 - Privacy Information Notice
-
- Key Features
 - Property Guide
 - **Further/Remaining Property Share Purchase Form**
 - Panel of Property Professionals
 - Property Insurance Notes (where applicable)
 - Declaration of Trust/Group Investment Agreement (where applicable)

Your future, our focus.

Only one Further/Remaining Property Share Purchase Form per property is required.

Please contact your adviser for an application form.

Please use this form if you want Curtis Banks to acquire a further or the remaining share in a property already held as an investment in your pension fund under our Nominee, Joint Title or Partial Ownership structure.

All SSAS Members must sign the form.

This is a legally binding document between you and Curtis Banks. If you have any queries please contact your adviser. Your application can be either posted to us, or sent via secure mail. Please complete this form using black ink and block capitals.

Please check that all required sections have been completed. Incomplete forms may cause delays for which we cannot be held responsible. We will contact the **lead member** if we require any additional information or we cannot proceed with the investment.

Any technical terms are highlighted in bold and explained in section 7 - Terms explained.

Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please contact our SSAS Administration Team on 0370 414 7000 or ssas.admin@curtisbanks.co.uk to discuss any support adjustments that may be available to you.

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1 Details of client(s)

This section is for completion by all clients who wish to invest. Joint investors should nominate a **lead member** to be our point of contact (and whose details should be the first to be entered in this section). We will be entitled to deal with that individual on all matters relating to the acquisition of the property and its subsequent management, including disclosure (where required) of individual client cash balances.

In connection with this property, do you wish us to liaise with your adviser or directly with you?

My adviser

Please proceed to section 1.1

Me

Please proceed to section 1.2

1.1 Adviser's details

Title <small>Mr/Mrs/Miss/Ms/Other</small>	<input type="text"/>			
Forename	<input type="text"/>			
Surname	<input type="text"/>			
Adviser Firm	<input type="text"/>			
Telephone numbers	Office		Mobile	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>			

1.2 Clients' personal details

If there are more than 5 clients, please use photocopies of page 4 and attach them to the form.

This first client will be the lead member.

1	Title <small>Mr/Mrs/Miss/Ms/Other</small>	<input type="text"/>			
	Forename	<input type="text"/>			
	Middle name(s)	<input type="text"/>			
	Surname	<input type="text"/>			
	Plan number(s)	<input type="text"/>			
Date of birth <small>Day/Month/Year</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Telephone numbers	Home		Work		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Mobile				
	<input type="text"/>	<input type="text"/>			
	Email address	<input type="text"/>			

2	Title <small>Mr/Mrs/Miss/Ms/Other</small>	<input type="text"/>			
	Forename	<input type="text"/>			
	Middle name(s)	<input type="text"/>			
	Surname	<input type="text"/>			
	Plan number(s)	<input type="text"/>			
Date of birth <small>Day/Month/Year</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Telephone numbers	Home		Work		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Mobile				
	<input type="text"/>	<input type="text"/>			
	Email address	<input type="text"/>			

1.1 Clients' personal details (continued)

3

Title *Mr/Mrs/Miss/Ms/Other*

Forename

Middle name(s)

Surname

Plan number(s)

Date of birth *Day/Month/Year*

Telephone numbers

Home

Work

Mobile

Email address

4

Title *Mr/Mrs/Miss/Ms/Other*

Forename

Middle name(s)

Surname

Plan number(s)

Date of birth *Day/Month/Year*

Telephone numbers

Home

Work

Mobile

Email address

5

Title *Mr/Mrs/Miss/Ms/Other*

Forename

Middle name(s)

Surname

Plan number(s)

Date of birth *Day/Month/Year*

Telephone numbers

Home

Work

Mobile

Email address

2 Property information

Address of the property
(the property)

Scheme reference number

3 Further/remaining property share purchase instruction

Please complete this section to confirm the further percentage share you would like Curtis Banks to acquire in the property.

3.1 Further property share

If you would like Curtis Banks to acquire a further share in the property, please confirm:

% interest in the property
to be acquired by Curtis Banks %

Is purchase price subject to VAT? Yes No

If yes, is the purchase price
stated above VAT inclusive? Yes No

If subject to VAT, VAT registration, VAT partnership agreement and Option to Tax documents will be required.

Will Curtis Banks be assigned a
further share of the existing loan? Yes No

If Yes, please confirm the percentage:

 %

3.2 Remaining property share

If you would like Curtis Banks to acquire the remaining share in the property, please confirm:

Purchase price of the remaining
share in the property to be
purchased by the SSAS £

Please be aware that if the seller is a connected party, we are required under HMRC regulation to purchase the remaining share at the current market value.

Is a loan required? Yes No

If Yes, please complete section 4.2.

Is the property listed? Yes No If Yes, we will require a formal Reinstatement Cost Assessment (RCA) to be commissioned. Please refer to Section 5.4.

Are composite panels used in
the construction of the building? Yes No If Yes, we may require additional information/surveys as part of the acquisition.

4 Sources of funds

This section is for details of further/remainder share purchase. It tells us how you propose to finance the acquisition.

The sources of funds include lending, transfer values from other pension schemes, contributions to your SSAS, and existing SSAS funds.

4.1 Property purchase

Funds for the purchase

These can be assembled from the following:

Transfers	£
Contributions	£
Existing SSAS funds	£
Subtotal	£
Less current approximate SSAS borrowings	£
Current net fund value	£

Borrowing is limited to 50% of the net value of your SSAS fund (less any existing borrowing) at the point of purchase or borrowing for building works.

Please note that VAT, if payable, must be accommodated within this limit.

Do you need to borrow funds? Yes No [If Yes, please give details below. Otherwise go on to section 5.](#)

4.2 Details of lender

Name of lender			
Contact name			
Address			
Telephone		Fax	
Email address			

Amount of loan required

Towards property purchase	£
To cover building works	£

Has any lender made an indicative offer? Yes No

[If Yes:](#)

Copy attached Copy to follow

5 Professionals

This section is for details of your preferred professionals.

5.1 Solicitor

To purchase the additional share in the property and, where necessary, to draw up any necessary legal documentation.

Do you wish to use a
Curtis Banks panel solicitor? Yes
 No

If yes, please provide details of the chosen firm below. If no firm details are provided below, we will allocate a panel firm on your behalf.

The Panel of Property Professionals document is available on our website, or contact us or your adviser.

Firm	<input type="text"/>			
Contact	<input type="text"/>			
Address	<input type="text"/>			
Telephone	<input type="text"/>	<input type="text"/>	Fax	<input type="text"/>
Email address	<input type="text"/>			

5.2 Valuer

To advise on the market value/the terms of any new lease.

Will you be using a
Curtis Banks panel surveyor? Yes. [The Panel of Property Professionals document, to include a schedule of fees is available on our website. Please contact us if you would like to discuss further.](#)
 No. [Please give details below.](#)

This must be an independent valuer registered with the Royal Institution of Chartered Surveyors (RICS).

Firm	<input type="text"/>			
Contact	<input type="text"/>			
Address	<input type="text"/>			
Telephone	<input type="text"/>	<input type="text"/>	Fax	<input type="text"/>
Email address	<input type="text"/>			

5.3 Property manager

To manage the property.

Do you wish us to appoint a property manager?

Yes. Please give the details of the preferred property manager below.

No. We will contact you if we require a property manager to be appointed, for example, if there are residential parts of the property, areas that are not let or common areas such as stairwells or shared facilities.

This must be a RICS registered surveyor or professional property management firm.

Firm

Address

Telephone

Fax

Email address

5.4 Reinstatement Cost Assessment Surveyor

If the property is listed, or has a declared value over £1million, we will require in all cases a formal Reinstatement Cost Assessment (RCA) to be commissioned. Please give the details of the preferred surveyor below.

Firm

Contact

Address

Telephone

Fax

Email address

6 Seller

This section is for details of the seller (if a property purchase) and their solicitor.

6.1 Details of seller

Name

Address

Telephone Fax

Email address

Is the seller(s) connected to you or your syndicated members? Yes [If Yes, please give details of connection below.](#)

No, there is no connection to the seller

In the event there is no connection between you and the seller, we will require you to confirm that there are no other ongoing associated transactions between you and your syndicated members and the seller(s).

Is there any associated transaction where this acquisition forms part of a larger transaction involving the acquisition of other property, assets or goodwill owned by a connected party? Yes Please give details below.

No

6.2 Seller's solicitor

Name

Address

Telephone Fax

Email address

7 Terms explained

accountant	a professional who is appointed by us to manage a property which is partially owned.
connected party	a connected person as defined in section 993 of the Income Tax Act 2007. This includes amongst others: a. you, your spouse, registered civil partner, children, parents, siblings and other direct descendants and ancestors of you and your spouse or registered civil partner; b. in respect of an investment in property, any syndicated member and their relatives as in a. above; c. a company of which an individual (or individuals) in a. and b. control 20% or more of the shares.
declaration of trust / group investment agreement	where a property is held on behalf of more than one client, an agreement between the syndicated members, or the syndicated members and Curtis Banks, setting out each client's ownership share and the process that will be followed should any of the clients wish to sell the property or their share in it.
joint title holder	where Curtis Banks has a partial interest in the property, the individual, company or other legal entity who has a joint ownership in the property.
lead member	the client chosen by the clients to liaise with the syndicated members and to provide all instructions to Curtis Banks in relation to a property. You will be the lead member where you are the sole client.
market value	the price an investment may reasonably be expected to fetch on the open market calculated in accordance with section 272 of the Taxation of Chargeable Gains Act 1992.
property manager	a Royal Institution of Chartered Surveyors (RICS) registered surveyor or professional property management firm who is appointed by Curtis Banks to manage the property.
taxable property	assets that attract a tax charge if held directly or indirectly (i.e. within certain investments unless covered by specific exemptions) by your SSAS which includes residential property.

8 Declaration, details of ownership and signature(s)

For your own benefit all clients should read carefully the declaration below before signing in section 8.2. If you do not understand any point then please ask your adviser or us for further information.

8.1 Client's declaration

Declaration

- I declare that to the best of my knowledge and belief the statements made in all sections of this Further/Remaining Property Share Purchase Form (whether in my handwriting or not) are full and accurate.
- I confirm I have received a copy of the Property Guide.
- Where there is more than one client, I confirm that following completion of the property acquisition, I will sign up to a Declaration of Trust or Group Investment Agreement supplied by Curtis Banks if one has not already been signed.
- I authorise Curtis Banks to instruct the above mentioned solicitor, valuer or lender as may be decided.
- I acknowledge that Curtis Banks does not monitor the property on an ongoing basis. I acknowledge that any responsibility for doing so falls upon me and any other clients and that I will reimburse Curtis Banks to the extent of my share of any liabilities, losses, damages and costs which it may incur, for example, as a result of the property becoming or remaining **taxable property**.
- I agree to be solely responsible for my share of all costs, fees and charges associated with the ongoing administration of the property and these will be payable from my SSAS.
- I agree to be solely responsible for my share of all liabilities, losses, damages and costs which Curtis Banks may incur in holding the property and I agree to reimburse Curtis Banks if they are responsible to pay any such liabilities, losses, damages and costs.
- Where there is more than one client, liability is acknowledged and agreed to be joint and several. This means that I **am jointly** and individually liable for the whole amount.

8.1 Client's declaration (continued)

- I acknowledge that in the event that I do not instruct Curtis Banks to obtain a formal insurance reinstatement value for the property from a suitably qualified professional of my choosing, and one is not provided, any claim may be scaled back by insurers. This means that the actual amount paid out in settlement of a claim could be significantly less than the amount required to reinstate the property.

8.2 Details of ownership and signature(s)

The proposed percentage shares in the property should reflect the respective contributions towards the purchase price of the share by each client.

Please complete the following for each client in the order in which they have been entered in section 1.1.

1

Name	<input type="text"/>			
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
		Ownership share	<input type="text"/> %	Loan share (if applicable) <input type="text"/> %

2

Name	<input type="text"/>			
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
		Ownership share	<input type="text"/> %	Loan share (if applicable) <input type="text"/> %

3

Name	<input type="text"/>			
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
		Ownership share	<input type="text"/> %	Loan share (if applicable) <input type="text"/> %

4

Name	<input type="text"/>			
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
		Ownership share	<input type="text"/> %	Loan share (if applicable) <input type="text"/> %

5

Name	<input type="text"/>			
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
		Ownership share	<input type="text"/> %	Loan share (if applicable) <input type="text"/> %

6

Name	<input type="text"/>			
Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
		Ownership share	<input type="text"/> %	Loan share (if applicable) <input type="text"/> %

The ownership shares will be finalised after completion and confirmed in a Declaration of Trust which we will supply, and which all investors will need to sign.

Total of ownership share

Total of loan share

Curtis Banks Limited,
3 Temple Quay,
Bristol, BS1 6DZ

T 0370 414 7000
F 0117 929 2514

curtisbanks.co.uk

Curtis Banks,
153 Princes Street,
Ipswich, IP1 1QJ

T 0370 414 7000
F 0370 414 8000

Call charges will vary. We may record and monitor calls.

Curtis Banks Group plc (registered number 07934492) and Curtis Banks Limited (registered number 06758825) are companies registered in England & Wales with their registered addresses at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. Curtis Banks Limited is authorised and regulated by the Financial Conduct Authority (number 492502).

Curtis Banks Pensions is a trading name of Suffolk Life Pensions Limited. Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ.
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