
# Trustee register corporate application form (COR1)October 2024

## About this form

This form is for corporate applicants applying to join our trustee register. It helps us collect the information we need to understand whether applicants meet the necessary conditions for joining the register.

Our [page on joining the trustee register](https://www.thepensionsregulator.gov.uk/en/trustees/independent-trustee-register/joining-the-trustee-register) contains more details on the conditions you’ll need to meet for your application to be successful.

Please note that individual applicants need to fill in our individual applicant forms instead. Email us at regulatorytransactions@tpr.gov.uk for more information.

We may contact you for further details regarding any of the information you provide in this application form.

### What you’ll need to complete this form

You’ll need to provide us with some information about how your organisation operates.

We’ll need information about your organisation’s:

* administrative and accounting procedures
* conduct, including any investigations, criminal charges or complaints you may have been subject to
* experience as a trustee of occupational pension schemes
* indemnity insurance cover
* Key Persons and Officers

We’ll also ask for some documents to support the information you provide in your application. We cannot process your application if any of these documents are missing. More details can be found in [the supporting documents section of this form](#_Supporting_documents).

## How we handle your data

We’ll use the information in this application for searches to help us compile and maintain our trustee register. We’ll process your information in line with the Data Protection Act 2018 and the UK GDPR.

More information on how we process your personal data can be found in [our privacy notice](https://www.thepensionsregulator.gov.uk/en/website-policies/privacy-notice/). Please ensure you have read our privacy notice before completing this form.

### Applicant’s details – general information on the applicant

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| **1.1** | Provide the: * corporate applicant’s name
* registered company number
* registered office address
 | Corporate applicant’s name: |  |
| Registered company number: |  |
| Registered office address: |  |
| **1.2** | Provide the UK address where the applicant conducts its business as a trustee of occupational pension schemes. | Address: |  |
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| **1.3** | Provide the contact details of your key principal contact for The Pensions Regulator. | Name: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Tel: |  |
| **1.4** | Provide the percentage of your annual turnover that is related purely to pension trustee work. | % |  |
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### Fit and proper

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| **2.1** | In the last five years, how many internal dispute resolution, MoneyHelper or Pensions Ombudsman complaints have you received related to your work as an occupational pension scheme trustee? | Number of complaints: |
| IDR | TPAS | PO |
| **2.2** | If you have received or are aware of any of the kinds of complaints outlined in 2.1, provide the:* date the complaint was first made
* complainant’s name
* scheme name
* nature of the complaint
* outcome of the complaint
 | Date: | Complainant: | Scheme: | Nature of complaint: | Outcome: |
| **2.3** | Are you, or have you ever been, the subject of any regulatory or governmental body investigation or intervention? | Yes: ¨ No: ¨If ‘Yes’, provide details of when any such investigation commenced, the matters investigated and the outcome if applicable.  |
| Commencement date: | Matters investigated: | Outcome: |

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| **2.4** | Are you, or have you ever been, the subject of any civil non-family proceedings? If no, have you ever received a pre-action protocol letter or other letters indicating that such action might be taken against you? | Yes: ¨ No: ¨If ‘Yes’, provide the date that any such proceedings commenced or letters were received, the matters in issue and the outcome if applicable: |
| Date: | Matters in issue: | Outcome: |
| **2.5** | Have you ever suffered an insolvency event, as defined in sub-sections 121(2), (3) and (4) of the Pensions Act 2004 (for LLP applicants, review sub-section 121(3), substituting ‘LLP’ for company’)? | Yes: ¨ No: ¨If ‘Yes’, please outline any insolvency events you have suffered. Provide dates for these.  |
| Event: | Date: |
| **2.6** | 1. Are you, or have you ever been, the subject of any proceedings leading up to or referring to any event referred to in question 2.5 above? This includes receiving a statutory demand.
2. Are you, or have you ever been, involved in any negotiations or compromises withyour creditors?
 | Yes: ¨ No: ¨If ‘Yes’, tell us when the proceedings commenced or demand was sent, the issues raised in these and the outcome:  |
| Date proceedings commenced: | Issues raised: | Outcome |
| Yes: ¨ No: ¨If ‘Yes’, provide details and the outcome:  |
| Details of negotiations or compromiseswith creditors: | Outcome: |
| **2.7** | Have you ever been convicted of, or cautioned regarding, any criminal offence?This excludes convictions that are spent according to the Rehabilitation of Offenders Act 1974 and any offences that were resolved by fixed penalty notice. | Yes: ¨ No: ¨If ‘Yes’, please:* provide the dates of any convictions or cautions
* provide the case number
* identify the offence
* outline any penalty, fine or sentence imposed
 |
| Date: | Case number: | Offence: |
| Penalty: | Fine: | Sentence imposed: |

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| **2.8** | Has a trustee appointment held by you been terminated or have you resigned or been asked to resign from a trustee appointment due to:* negligence or misconduct
* conflicts of interest
* fees or costs incurred
* lack of progress
* unspecified reasons
 | Yes: ¨ No: ¨If ‘Yes’, provide details:    |
| **2.9** | Have you ever faced disciplinary action from any professional or governing body because of negligence or misconduct?  | Yes: ¨ No: ¨If ‘Yes’, provide details: |
| **2.10** | How do you ensure all your staff involved in trustee work have the necessary knowledge and understanding to fulfil their roles? |  |
| **2.11** | Have you ever been unable to fulfil your trustee duties (in whole or part) for a period greater than three consecutive months? | Yes: ¨ No: ¨If ‘Yes’, please indicate when this occurred and the reason for it: |
| **2.12** | How do you ensure that any conflicts of interest that may arise because of trustee appointments are identified, avoided or managed? |  |
| **2.13** | Describe how you ensure that your staff involved in trustee work understand:* what a conflict of interest is
* how conflicts might arise
* the options for avoiding or managing conflicts of interest
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### Administrative and accounting procedures

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| **3.1** | Describe your processes for taking and reviewing key business decisions. This should include procedures and controls for managing key business decisions. An example of this could be ensuring they are properly recorded and, where necessary, authorised. |  |
| **3.2** | Describe how director conflicts of interests and duties in connection with your organisation are: * understood
* identified
* recorded
* monitored
* managed
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| **3.3** | Describe your organisation’s approach for identifying, evaluating, managing and monitoring key business risks. |  |
| **3.4** | Describe how your organisation uses key administrative processes and procedures to ensure affairs are properly managed. This includes anything related to:* taking on new business
* financial management
* training
* outsourcing arrangements
 |  |
| **3.5** | Describe how delegated authorities and procedures are clearly documented. This includes delegations to third parties. |  |
| **3.6** | Demonstrate how your organisation understands and follows statutory reporting and disclosure requirements for your business affairs. |  |
| **3.7** | Describe the process your organisation follows to ensure Key Persons and Officers have relevant experience and knowledge and how they maintain this.  |  |
| **3.8** | Describe how the roles, responsibilities and duties of Officers and Key Persons are:* documented
* subject to ongoing performance review
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| **3.9** | Describe the procedures in place to: * identify changes in Key Persons and Officers
* notify us of any identified changes
* ensure Key Persons and Officers each complete and submit an updated COR4 form to us every year
 |  |
| **3.10** | Regarding scheme appointments, how would you ensure that accurate and complete member and financial records are maintained? Outline data and financial management controls you would expect the scheme administrator to operate. This should include:* controls relating to the collection of contributions
* benefit calculations
* financial reporting
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| **3.11** | Regarding scheme appointments, outline any processes for selecting and appointing scheme advisers, such as administrators, investment managers and auditors. Provide the controls you use to assess the quality of the service provided following their appointment. |  |

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| **3.12** | Describe how you identify, record, assess and address any risks related to taking on new business. This applies where there:* is a sufficient understanding of the new business
* is capacity and personnel to undertake the new business
* is sufficient competency to undertake the new business
* the appropriate systems are in place to cope with the new business

This must be in light of the issues facing the scheme and its size.  |  |
| **3.13** | Regarding scheme appointments, describe your processes and procedures for ensuring that the scheme is run in accordance with constitutional documents, such as trust deeds, rules and contracts. Outline how you ensure the scheme is run in line with the relevant regulatory framework. This includes compliance with codes of practice and other regulatory material.  |  |
| **3.14** | Regarding scheme appointments, describe your procedures for ensuring that all reporting requirements, such as disclosures to members, are fulfilled. |  |
| **3.15** | Regarding scheme appointments, outline your approach to establishing and ensuring that the scheme operates adequate internal controls.  |  |
| **3.16** | How do you ensure scheme assets are safeguarded from misappropriation? Describe the controls you operate to ensure the safe custody of scheme assets. |  |
| **3.17** | Describe how you ensure that the fees and expenses are completely and accurately recorded in the proper period. |  |
| **3.18** | Describe the safeguards in place to maintain the continuity and the integrity of: * computerised systems
* information technology, including disaster recovery plans and system controls
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| **3.19** | Regarding scheme appointments, what procedures would you put in place to maintain business continuity and provision of service if any Key Persons or Officers change? |  |

### Indemnity insurance

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| **4.1** | Please provide the policy excess for your indemnity insurance if applicable. Outline how your organisation has sufficient resources to meet itsfull value. | Policy excess: £Outline of how your organisation will fund this:  |

Now you’ll need to read and sign the declaration on the next pages.

## Signatures and declarations

You must read and sign the declarations below before we can process your application.

You confirm that you are not the subject of a prohibition order made under section 3 of the Pensions Act 1995.

You confirm that you are not the subject of a suspension order made under section 4 of the Pensions Act 1995.

You confirm that you are not disqualified from being a trustee of any trust scheme on any of the grounds set out in subsection (1) of section 29 of the Pensions Act 1995, by virtue of being subject of an order made under subsection (3) or (4) of that section.

You agree to have your fees and costs scrutinised by an independent adjudicator. You also agree to be bound by that adjudicator's final judgement as to their fees and costs.

As the corporate applicant, you consent to us disclosing your trading name, business address and the areas of trustee work you specialise in on the publicly available version of the trustee register.

You agree to comply with any reasonable requests we make to provide us with information as soon as you’re able.

You agree to inform us if you become disqualified under section 29 of the Pensions Act 1995 as soon as you’re able.

As the corporate applicant, you accept that we will hold the information you provide us as part of exercising our functions. You consent to us using this information for the purposes of, or for any purpose connected with or incidental to, exercising our functions.

You certify that the information you have provided in this form is accurate and complete. In accordance with section 80 of the Pensions Act 2004, you acknowledge that it would be a criminal offence to knowingly or recklessly provide us information that is false or misleading in a material particular. You also acknowledge that, if you provide us with inaccurate information, we may use this as a reason to refuse registration or remove you from the register.

You certify that the information provided by your Key Persons and Officers is true to the best of your knowledge, information and belief.

You confirm that you have provided us all the information we may need to determine if you meet our conditions for joining the trustee register. This includes information that might be adverse to your application. You acknowledge that applying to join the trustee register requires full disclosure, notwithstanding that some information may already be available in the public domain.

You understand that joining the trustee register is not an endorsement or approval by us of any services you provide.

You agree to inform us within 10 working days of:

* any changes to your Key Persons or Officers
* any new information relevant to questions 2.2 – 2.14 inclusive
* any new information relevant to your indemnity insurance

You agree that, to the extent that you’re aware, you will notify us within seven days of any of the following happening:

* An approach from an external party to acquire more than 20% of your or your ultimate parent’s share capital.
* An approach from an external party that could result in it holding more than 20% of your or your ultimate parent’s share capital.
* The directors of your organisation or your ultimate parent deciding to dispose of more than 20% of your or your ultimate parent’s share capital to an external party.
* The directors of your organisation or your ultimate parent making a decision that could result in an external party holding more than 20% of your or your ultimate parent’s share capital.
* The transfer of more than 20% of your or your ultimate parent’s share capital between existing shareholders or to existing employees.
* A transfer that could result in an employee holding more than 20% of your or your ultimate parent’s share capital.

You understand that we may check any information you provide against information:

* we already hold
* we obtain in the future
* from other sources

You acknowledge that we will assess your suitability for registration or remaining on the trustee register based on the information provided in this form and any other information that we consider relevant.

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|  | Signed for and on behalf of applicant: |
| Print name: |
| Position: |
| Date: |

## Supporting documents

You’ll need to send us the following documents along with your completed COR1 form for us to process your application.

### Accounting information

We’ll need you to supply copies of your full audited, or subject to audit accounts for the previous three years, unless these are publicly available. These should also cover your occupational pension scheme trustee work.

If you do not have accounts which are audited or subject to audit, you’ll need to provide us with one of the following. These should also cover your occupational pension scheme trustee work.

* Copies of your accounts.
* Statement of income and expenditure produced to accompany your tax return for the same period.

Finally, provide details of any income or expenditureconnected to your trustee workthat does not appear in your accounts.

### Indemnity insurance

We’ll need a copy of your current professional indemnity insurance certificate. This certificate should confirm that your policy meets all our requirements for applicants to have adequate indemnity insurance cover.

If your certificate does not, please provide a letter from your insurance broker confirming that the policy meets the relevant requirements.

### Other supporting documents

You’ll also need to provide us with the following documents for us to consider your application. We’ll return applications missing any of the below to the sender for completion**.**

* [Corporate experience form (COR3)](%5C%5C%5C%5CDM-APP01.BTN.OPRA.GOV.UK%5C%5CDMNFSL1%5C%5CTPR_DM%5C%5C1622147%5C%5CR%5C%5CTPR_DM_n1622147_vR_PAG_Trustee_Register_Review_Corporate_Experience_Form_%28Cor3%29.doc)
* [Fit and proper form for each Key Person and each Officer (COR4)](%5C%5C%5C%5CDM-APP01.BTN.OPRA.GOV.UK%5C%5CDMNFSL1%5C%5CTPR_DM%5C%5C1632266%5C%5CR%5C%5CTPR_DM_n1632266_vR_PAG_Trustee_Register_Review_Key_Person_and_Officer_Fit_and_Proper_Form_%28Cor4%29.doc)
* Organisation chart showing management structure of applicant. The chart should also include the structure of the applicant’s group, if applicable.

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