

Master trust authorisation

# **Individual fit and proper form**

September 2018

The Pensions  
Regulator

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## About this form

We must be satisfied that all relevant persons involved in running the master trust are fit and proper persons. This includes persons fulfilling one or more of the following roles or functions in relation to the master trust scheme<sup>1</sup>:

- ▶ Scheme trustee
- ▶ Scheme strategist
- ▶ Scheme funder
- ▶ Person who establishes the master trust (scheme establisher)
- ▶ Person who can appoint or remove trustees
- ▶ Person who has power to vary the terms of the trust, or vary the master trust if it is not held under trust
- ▶ Scheme promoter or marketer

All individuals identified by the trustees as fulfilling one or more of the roles above must complete one of these fit and proper forms.

## Before completing this form

You must answer the questions honestly and openly and include the relevant information. Dishonest or misleading responses will be taken into account in our assessment of a person's propriety. If we are not satisfied that a person is fit and proper, we will not be able to authorise the scheme, and the trustees will need to consider whether the person can continue in that role.

Before completing this form, you are advised to read our code and accompanying guidance, which are available on our website: [www.tpr.gov.uk/trustees/master-trust-authorisation.aspx](http://www.tpr.gov.uk/trustees/master-trust-authorisation.aspx)

References to 'the Act' are to the Pension Schemes Act 2017 and to 'the Regulations' are to the Occupational Pension Schemes (Master Trusts) Regulations 2018. References to 'the code' are to our **Code of Practice no. 15: Authorisation and supervision of master trusts**, as published by TPR and laid before Parliament on 2 July 2018.

### Please note

This form is interactive. Please save the PDF to your computer, fill in your response to the questions as appropriate and submit it via the online master trust portal. You are also advised to keep a copy of the completed form for your records.

<sup>1</sup> Section 7(1) Pension Schemes Act 2017

## Section 1: Personal identification details

<b>1.1</b>	<b>Title</b> (eg Mr, Mrs, Ms, etc)		
<b>1.2</b>	<b>Forename(s)</b>		
<b>1.3</b>	<b>Surname</b>		
<b>1.4</b>	<b>Name commonly known by</b>		
<b>1.5</b>	<b>Previous name</b>		
<b>1.6</b>	<b>Date of name change</b>		
<b>1.7</b>	<b>Date of birth</b> (dd/mm/yyyy)		
<b>1.8</b>	<b>Nationality</b>		
<b>1.9</b>	<b>National Insurance number</b>		
<b>1.10</b>	<b>Home address including postcode</b>		
<b>1.11</b>	<b>Dates resident at this address</b> (dd/mm/yyyy)	<b>From:</b>	<b>To: PRESENT</b>
<p><b>If your address has changed in the last five years, please provide all of your residential addresses for the last five years.</b></p>			
<b>1.12</b>	<b>Previous address 1 including postcode</b>		
<b>1.13</b>	<b>Dates resident at this address</b> (dd/mm/yyyy)	<b>From:</b>	<b>To:</b>

continued over...

<b>1.14 Previous address 2 including postcode</b>		
<b>1.13 Dates resident at this address</b> (dd/mm/yyyy)	<b>From:</b>	<b>To:</b>

**If required, please provide additional addresses in Section 7 in this same format**

<b>1.16 Email address</b>	<p>If you agree that we can use this email address as our primary contact method with you, including for service of our recommendation on your fit and proper assessment, please tick the box on the right and include your email address below it:</p>
<b>1.17 Telephone number</b>	
<b>1.18 Mobile number</b>	

## Section 2: Master trust scheme details<sup>2</sup>

2.1 Master trust scheme 1		
2.1.1 Name of scheme		
2.1.2 Pension Scheme Registration (PSR) number		
2.1.3 Your role/functions in relation to the scheme (you can select multiple options)		
Role/functions	Please tick here	Effective date <sup>3</sup> (dd/mm/yyyy)
Scheme trustee		
Scheme strategist		
Scheme funder		
Scheme establisher		
Person who can appoint or remove trustees		
Person who has the power to vary the terms of the trust, or vary the master trust if it's not held under trust		
Scheme promoter or marketer		
<b>If you hold role(s) in relation to more than one master trust, please complete question 2.2 on page 7</b>		

<sup>2</sup> Please only list the master trust schemes at which you currently hold any roles

<sup>3</sup> This is the date that you started this relationship with the scheme

<b>2.2 Master trust scheme 2</b>		
2.2.1 Name of scheme		
2.2.2 Pension Scheme Registration (PSR) number		
2.2.3 Your role/functions in relation to the scheme (you can select multiple options)		
<b>Role/functions</b>	<b>Please tick here</b>	<b>Effective date (dd/mm/yyyy)</b>
Scheme trustee		
Scheme strategist		
Scheme funder		
Scheme establisher		
Person who can appoint or remove trustees		
Person who has the power to vary the terms of the trust, or vary the master trust if it's not held under trust		
Scheme promoter or marketer		
<b>If required, please provide details for any additional master trust schemes in Section 7 in this same format</b>		







## Section 4: Employment history for the last five years

4.1 Employment details 1		
4.1.1 Period (dd/mm/yy)	From:	To:
4.1.2 Nature of employment		
<p style="text-align: center;">A. Employed                      B. Self-employed                      C. Other</p>		
4.1.3 If you ticked 'C', please give details here.		
4.1.4 Name of employer		
4.1.5 Nature of business		
4.1.6 Previous/other names of employers		
4.1.7 Last known address of employer including postcode		
4.1.8 Is/was employer regulated by a regulatory body?	Yes	No
4.1.9 Name of regulatory body		
4.1.10 Position held		
4.1.11 Responsibilities		

**4.1.12 Reasons for leaving**

Resignation

Redundancy

Retirement

Termination/dismissal, please provide further details in Section 7

End of contract

Other, please specify below.

**4.2 Employment details 2**

4.2.1 Period (dd/mm/yy)

**From:**

**To:**

4.2.2 Nature of employment

A. Employed

B. Self-employed

C. Other

4.2.3 If you ticked 'C', please give details here.

4.2.4 Name of employer

4.2.5 Nature of business

4.2.6 Previous/other names of employers

4.2.7 Last known address of employer including postcode

4.2.8 Is/was employer regulated by a regulatory body?	Yes      No
4.2.9 Name of regulatory body	
4.2.10 Position held	
4.2.11 Responsibilities	
4.2.12 Reasons for leaving	

Resignation

Redundancy

Retirement

Termination/dismissal, please provide further details in Section 7

End of contract

Other, please specify below.

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**If required, please provide details for any additional employers in the last five years in Section 7 in this format**

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## Section 5: Professional status

<b>5.1 Have you ever been accredited, approved or authorised by any professional and/or regulatory body?</b>	Yes	No
<b>5.2 If 'Yes', please provide the name of the body</b>		
<b>5.3 Registration/ membership number</b>		
<b>5.4 Date of admission</b>		
<b>5.5 If applicable<sup>5</sup>, please provide a certificate of good standing or equivalent written confirmation from the professional body/regulator named above confirming that you are:</b>		

- ▶ authorised by/a certified member of that professional body/regulator
- ▶ entitled to practise (if relevant)
- ▶ not subject to any condition or other restriction
- ▶ not currently under disciplinary proceeding

The written confirmation must be received by TPR within three months from the date of issue and must be accompanied by an official translation if it is not completed in the English language. We will require the original certificate or confirmation.

<b>5.6 Is the original certificate or confirmation attached with this application form?</b>	Yes	No
<b>5.7 If 'No', please explain why it is not attached.</b>		

**Please provide details for additional professional and/or regulatory bodies in Section 7 in this format**

<sup>5</sup> You are not required to obtain this confirmation if you are authorised by the Financial Conduct Authority (FCA), Prudential Regulation Authority (PRA) or Solicitors Regulation Authority (SRA). If you are a member of the PMI, then you do not need to obtain this information.

## Section 6: Fit and proper questions

Please note: For any question(s) answered YES in this section, please provide a full explanation of the relevant event(s) in the space provided in Section 7.

### 6.1 Honesty, integrity and financial soundness

#### 6.1.1. Have you ever, inside or outside the UK:

a. made any arrangement with your creditors? <sup>6</sup>	Yes	No
b. been adjudged bankrupt? <sup>7</sup>	Yes	No
c. filed for your own bankruptcy or had a bankruptcy petition served on you? <sup>8</sup>	Yes	No
d. been made bankrupt? <sup>9</sup>	Yes	No
e. been the subject of a bankruptcy restrictions order (including an interim bankruptcy restrictions order)? <sup>10</sup>	Yes	No
f. offered a bankruptcy restrictions undertaking? <sup>11</sup>	Yes	No
g. been the subject of an award of sequestration? <sup>12</sup>	Yes	No

#### 6.1.2. Have you ever been the subject of a county court judgment (CCJ), individual voluntary arrangement (IVA) or equivalent judgments in other jurisdictions?

If 'Yes', please list all the events in the table overleaf.

Yes No

- 6 Schedule 1 to the Regulations, paragraph 1(a)(i), (b)(i), (c)(i)  
 7 Schedule 1 to the Regulations, paragraph 1(c)(iv)  
 8 Schedule 1 to the Regulations, paragraph 1(a)(ii) and (iii), (b)(ii) and (iii), (c)(ii) and (iii)  
 9 Schedule 1 to the Regulations, paragraph 1(a)(iv)  
 10 Schedule 1 to the Regulations, paragraph 1(a)(v), (b)(v), (c)(v)  
 11 Schedule 1 to the Regulations, paragraph 1(a)(vi), (c)(vi)  
 12 Schedule 1 to the Regulations, paragraph 1(b)(iv)

Table 6.1.2 continued...

<b>Event type</b> eg CCJs, IVA or other judgment debts	<b>Event date</b> (dd/mm/yy)	<b>Event description</b>	<b>Sum</b>	<b>Current status</b> eg settled, satisfied, part outstanding or fully outstanding

**Please provide details for additional events in Section 7 in this format**

6.1.3. Are you currently or have you been disqualified from acting as a company director due to unfit conduct? <sup>13</sup>	Yes	No
6.1.4. Are you a director, partner, or otherwise concerned in the management, of a business in the United Kingdom or elsewhere, which at any time during your involvement, or within one year of such involvement, has gone into insolvency, liquidation or administration?	Yes	No
6.1.5. Have you ever been prohibited or disqualified from acting as a trustee (in any capacity)?	Yes	No
6.1.6. Have you ever been the subject of any adverse judgments or settlements in civil proceedings by a court or tribunal (whether criminal, civil or administrative) particularly in connection with investment or other financial business, misconduct, fraud or the formation or management of a corporate body?	Yes	No

<sup>13</sup> <https://www.gov.uk/company-director-disqualification>

<p>6.1.7. Has any person indicated their intention to bring civil proceedings against you? (This includes any ongoing disputes, and whether or not the proceedings are likely to result in any order against you).</p>	<p>Yes                      No</p>
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**6.2. Competency**

6.2.1. Complete this section only if you are trustee of the master trust.

- a. Please state your knowledge, skills and experience relevant to your role or function in respect of the relevant master trust schemes.

<p>b. Have you completed the relevant modules of TPR's Trustee toolkit<sup>14</sup> or an equivalent learning programme? If 'Yes', please provide the email address you use to log in to the Trustee toolkit or provide your learning programme details in Section 7.</p>	<p>Yes                      No</p>
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14 Our online planning tool can be used to guide you to the relevant modules and tutorials in the Trustee toolkit you need to complete: [www.tpr.gov.uk/trustees/ongoing-learning-and-development.aspx](http://www.tpr.gov.uk/trustees/ongoing-learning-and-development.aspx)

**6.2.2. Complete this section if you are the scheme strategist.**

- a. Please state the professional qualifications and business experience that you have obtained from pension, financial or insurance businesses to fulfil your role.

<b>6.3. Conduct</b>		
In relation to activities regulated by TPR or any other regulatory authority, government agency or professional body, in the UK or elsewhere, have you, or any legal body <sup>15</sup> you have been connected or associated <sup>16</sup> with, during the period of connection or association or the subsequent five years, ever:		
6.3.1. Been the subject of disciplinary action taken by TPR or any other regulatory authority, government agency or professional body?	Yes	No
6.3.2. Been the subject of any investigation which has led or might lead to disciplinary actions taken by TPR or any other regulatory authority, government agency or professional body?	Yes	No
6.3.3. Been made aware as the subject of any disciplinary investigations or proceedings that have begun, or of anyone's intention to begin such investigations or proceedings?	Yes	No
6.3.4. Been the subject of any actions taken by TPR or any other regulatory authority, government agency or professional body due to misconduct?	Yes	No
6.3.5. Had permissions or licences removed by TPR or any other regulatory authority, government agency or professional body due to misconduct?	Yes	No
6.3.6. Been the subject of any ongoing criminal investigations or proceedings, in the United Kingdom or elsewhere?	Yes	No
6.3.7. Been dismissed, resigned or forced to resign from any employment, or from a role involving a fiduciary duty, due to negligence or misconduct?	Yes	No
6.3.8. Been dismissed or forced to resign from a role due to poor management or failure to resolve a conflict of interest?	Yes	No

**Reminder: for any question(s) answered 'Yes' in Section 6, please give a full explanation of the relevant event(s) in the space provided in Section 7**

<sup>15</sup> This includes a company, partnership or unincorporated association

<sup>16</sup> Of which you are, or have been, a controller, director, senior manager or partner

## Section 7: Supplementary information

Please provide full explanation and requested details if you:

- ▶ in Section 4, selected 'termination/dismissal' as a reason for leaving an employer, or
- ▶ in Section 6, selected 'Yes' to any questions.

Please also include any additional information indicated in previous sections of the form or any other information you consider to be relevant to the application. If there is insufficient space, please continue on a separate sheet of paper and clearly identify the question to which the additional information relates.

Question	Supplementary information

Question	Supplementary information

## Section 8: Declarations and signatures

The information submitted forms part of a master trust's application for authorisation. Knowingly or recklessly giving information which is false or misleading, or failing to inform us of significant information may mean we cannot be satisfied that a person is fit and proper. If we cannot be satisfied that a person subject to the assessment is fit and proper, the scheme cannot be authorised while that person remains in their role as the scheme would not meet all the statutory authorisation criteria.

All relevant information should be submitted directly to us for the purposes of the fit and proper assessment, either as part of the application for authorisation or ongoing supervision. It should not be assumed that information will be taken into account in our assessment merely because it is in the public domain or has previously been disclosed to TPR or another regulatory body. If you are uncertain about the relevance or significance of a particular piece of information, please include it anyway and we will take it into account if relevant.

The personal data provided in this form will be processed and held by TPR for the purpose of exercising our statutory functions and objectives. We may also process personal data under other legislation such as the Fraud Act. This includes, for the avoidance of doubt, taking regulatory or enforcement action for breaches of any of this legislation. We may share information about you with other government departments or public bodies to the extent we are lawfully able. We do not sell, share or supply personal data for commercial purposes.

With reference to the above, we may make enquiries and verify the information given in this form with third parties, eg a credit reference check, if relevant to the role.

We will tell you and the trustees of each scheme in relation to which you have been assessed, about our fit and proper assessment recommendation. The assessment recommendation will include the minimum information necessary to carry out our legal duties:

- ▶ Your name
- ▶ Your role in the scheme
- ▶ Whether or not you are considered to be fit and proper
- ▶ The reasons for that recommendation
- ▶ How you can contact us

Tick the boxes overleaf to confirm you have read and understood each point of the declaration.

continued over...

**In signing the form below:**

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief.	
I understand that TPR will make such enquiries and seek such further information from third parties as lawful and appropriate in the course of verifying the information given in this form.	
I understand that TPR will disclose the fit and proper recommendation, with the information described above, to the trustees of each relevant master trust scheme.	
I will notify TPR as soon as reasonably practicable if any information provided in this form changes.	

<b>Full name:</b>	
<b>Signature:</b> <sup>17</sup>	
<b>Date completed:</b> (dd/mm/yy)	

17 Please note that a digital capture of a handwritten signature is required for this form

- ▶ Scan the signature first and save it to your desktop.
- ▶ Ensure you copy your signature image before you intend to insert the image.
- ▶ To insert the image into this pdf, go to the 'Tools' tab on the Acrobat menu bar, scroll down to 'Comment and Markup' – 'Stamps', and then select 'Paste Clipboard Image as Stamp' tool, and the 'Stamp' icon shows.
- ▶ Click on the stamp on the signature field and your signature image should then appear.
- ▶ You can then resize it to fit the 'Signature' box above.

## Checklist

### Please check:

<b>The declaration in Section 8 has been completed and dated.</b>	
<b>If you are not going to provide a Certificate of Good Standing or equivalent written confirmation from the approved regulator as requested in Section 5.5, an explanation has been provided in Section 5.7.</b>	
<b>Full explanation has been given in Section 7 for any question(s) answered YES in Section 6, or referred to in other parts of the form.</b>	
<b>Any supporting evidence has been appropriately named and emailed to: <a href="mailto:mastertrustauthorisation@tpr.gov.uk">mastertrustauthorisation@tpr.gov.uk</a></b>	

## Next steps

Once you have completed this form, please upload it to the online master trust portal. You must also upload the following documents to the master trust portal in support of your submission:

1. A basic level criminal conviction certificate. If you have spent more than six months in a foreign country during the last five years, you should also enclose the equivalent for the relevant country.
2. Where you are accredited, authorised or approved by a professional body and/or other regulator (excluding the FCA, PRA and SRA), a Certificate of Good Standing or equivalent written confirmation.

## Data protection statement

The Pensions Regulator (TPR) is a data controller for the purposes of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We process personal data held by us for the purpose of the exercise of any of our statutory functions and objectives. We may also process personal data under other legislation such as the Fraud Act. This includes, for the avoidance of doubt, taking regulatory or enforcement action for breaches of any of this legislation.

We will only store your personal data for as long as our retention schedule allows. During this time, you may be able to exercise certain rights in relation to your personal data such as the right to access, objection and data portability. If you feel that we have handled your personal data in a manner inconsistent with your rights, you may lodge a complaint with the Information Commissioner's Office (ICO).

If you have any questions about how we handle your personal data please contact our Data Protection Officer (DPO) by email at: [dpa@tpr.gov.uk](mailto:dpa@tpr.gov.uk) or write to us at Telecom House, 125-135 Preston Road, Brighton, BN1 6AF. Further information on how your personal data is used, kept secure and your rights can be found by reading our privacy notice.

Any information, including any third party data, supplied to TPR may be used (including further disclosure) in connection with any of our statutory functions. TPR may check information it receives about you with what it already holds on its records. This includes information that you have provided as well as that given by others, such as government departments. We will not give information to anyone outside TPR unless the law allows us to do so.

## How to contact us

[www.tpr.gov.uk](http://www.tpr.gov.uk)

[www.trusteetoolkit.com](http://www.trusteetoolkit.com)

Free online learning for trustees

Master trust authorisation

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