



YOUR QUESTIONS ANSWERED

What is happening?

Hartley Pensions Limited has acquired the rights to purchase the SIPP assets from Berkeley Burke SIPP Administration Ltd. As a result Berkeley Burke SIPP Administration Ltd and Berkeley Burke Trustee Company Ltd will no longer be the Provider and Trustee respectively of your SIPP.

Your pension assets held in your SIPP will be re-registered to a new arrangement titled the Berkeley Burke Pension Scheme (PSTR 00840846RN).

Who is the New Provider?

Hartley Pensions Limited is a UK registered company under number 09469576 are authorised by the Financial Conduct Authority (FCA) to provide regulated products and services. The FCA reference is 735936.

Hartley has provided pension products to clients for almost 40 years since its establishment in 1981 as a SSAS provider, and in 2001, opened its first SIPP. Upon joining the Wilton Group in 2015 it has expanded the range of products and services available to clients and is in a position to provide innovative and flexible wealth management solutions.

Who are the New Trustees?

The trustee of your SIPP will be Hartley Pensions Trustees Limited which is a bare trustee and a UK registered company under number 09962237.

Who completes the day to day administration?

The existing Berkeley Burke office in Leicester will remain open. The staff dealing with the day to day administration are now employed by Hartley Pensions Limited and can be contacted via email at BB@hartleypensions.com.

What do I have to do?

There is no additional work for you to carry out. Hartley Pensions Limited will commence the re-registration of the assets in the name of the new trustees, Hartley Pensions Trustees Limited. Hartley Pensions Limited will contact you once the pension scheme has been established if a new investment application form or investment account is required in order to proceed with the re-registration.



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What if I do not want my SIPP to move?

The joint administrators appointed by Berkeley Burke SIPP Administration Ltd will be winding up your SIPP. It will therefore not be possible to stay within your current arrangement.

However, if you wish to transfer to an alternative registered pension scheme of your choice you may do so. Please note that before this can happen all the assets in your arrangement must have been disinvested or the receiving scheme must be able to accept the transfer of the existing investment. If you are unsure on how to proceed, independent financial advice should be sought from a FCA regulated adviser. If you do not have a financial adviser then you can find one on www.unbiased.co.uk. Alternatively our parent company Wilton have a wealth management company regulated by the FCA and we can arrange for a representative to contact you.

What if I want to take my pensions benefits?

If you are over the age of 55 you can select to draw benefits from your scheme in accordance with HMRC legislation. There is no change to the options that are available. Please contact us if you wish to take benefits from your SIPP.

Can I pay in contributions?

Yes, the scheme is now open to new contributions. Details of your SIPP bank account will not have changed so any single contributions can be paid into your existing bank account details accompanied by the completion of a contribution form. Any regular contributions must be collected by direct debit which authorises us to make collections from the designated bank account.

I am currently contributing to my SIPP, do I need to complete a new contribution form?

Yes, as the pension scheme is moving to a Hartley Pensions Limited HMRC registered pension scheme, a new contribution form will need to be completed. On this form you are making a tax status declaration that will ensure that Hartley Pensions Limited will claim the right level of tax relief on the contributions that you are making.

Personal contributions

A downloadable version of the contribution form can be found on our website.

Third party contributions

If you are receiving third party contributions into your SIPP you will need to complete a contribution form from our website.



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Employer contributions

You do not need to complete a new form for any existing contributions but if you wish to make any amendments to your regular contribution then a new form will be required.

Hartley Pensions Limited only collect regular contributions via direct debit. For all new regular employer contributions and amendments to existing contribution we will require the completion of a direct debit mandate and a contribution form. All forms can be found on our website.

Once completed please return all documentation to the Leicester office: Berkeley Burke House, 2 Regent Street, Leicester, LE1 7BR.

I am currently receiving regular pension income, will this be affected?

If you receive an income payment from your SIPP there will be no immediate changes and you will still receive any payments on the 1st of each month.

Can I close my SIPP?

To close your SIPP you will need to transfer all your assets to another provider or take your benefits. To transfer away you will need to complete a transfer out form which can be found on our website. Your SIPP will remain open until all assets have been re-registered to another provider. If you hold any illiquid assets then they will need to cease to exist or be transferred before your SIPP can be closed.

My SIPP holds illiquid assets; will I have to pay fees?

Yes, while your SIPP holds assets, Hartley Pensions Limited will still continue to administer your pension and comply with HMRC and FCA requirements. The administration tasks listed below must be carried out regardless of the SIPP asset or underlying value:

- Professional responsibility and independent Trustee of the scheme.
- Ongoing responsibility as scheme administrator.
- Routine administration of the SIPP including carrying out non reportable transactions, routine record keeping, regular advice to The Pensions Regulator and general technical and administration queries.
- Preparing and filing the Registered Pension Scheme event report.
- Ongoing negotiations and ad hoc reporting to HMRC, including audit requests.
- Individual returns to HMRC.
- Issuing of Statutory Money Purchase Illustration statements as required by HMRC pension legislation.
- FCA reporting.

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- Revisions to the Trust Deed and Rules required as a result of a change in legislations or HMRC practice.
- Facilitating the purchase and sale of assets on behalf of the scheme.
- Reclaiming tax relief from HMRC on personal contributions, when applicable.

The administration fee is based on the minimum administration requirements as listed above. The administration fee is not charged on a 'per activity' basis.

Will this result in an increase of administration charges?

The SIPP charges will remain the same as your current fee schedule. Please refer to the fee schedule for further guidance.

What effect will this have on my pension/investments?

Your pension and investment options will remain the same. Should you wish to make any additional investments into your SIPP appropriate financial advice should be sought. All new investments must pass Hartley Pensions Limited Compliance team's due diligence and will be signed off by an investment committee.

Will I still have a single point of contact?

Staff located at the Leicester office are now employed by Hartley Pensions Limited. To contact us via email please email BB@hartleypensions.com. If you wish to telephone please call 0116 2047584.

Will I need a new letter of authority for my financial adviser?

Any existing relationships you have with your financial adviser will remain and no letter of authority will be required. Should you wish to appoint or change your financial adviser then a new letter of authority should be completed and sent to Hartley Pensions Limited.