

Name

Client ID

Account ID

## Regular Contributions Agreement

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

The contributions we are expecting are:

	Employer (gross)		Employee (net)
Amount	<input type="text"/>	Amount	<input type="text"/>
Commencement	<input type="text"/>	Commencement	<input type="text"/>

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

If the contributions being paid from an unincorporated business, you'll need to supply evidence of its identity. Acceptable evidence is a copy of their latest annual report and accounts, plus the HM Revenue & Customs tax return or invoice.

## Employer 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 at [sipp@seccl.tech](mailto:sipp@seccl.tech) within 30 days of the client ceasing to be employed by us or where contributions are reduced or terminated.

Company Name

Contact Name

Position

Email Address

Date

The person who completes the form on behalf of the employer will be assumed to be the main point of contact at the employer.

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 [platform@p1-im.co.uk](mailto:platform@p1-im.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 an employer and employee is known as a direct payment arrangement and applies to all contributions paid by an employer which are:

- deducted from an 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 of material significance to The Pensions 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's 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 calendar 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.**

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