

Executive Pension Plan and Corporate Pension Account

Guidance notes for adopting new rules of the plan

The new rules of the plan reflect the changes in pensions legislation that were introduced on 6 April 2006 and replace the interim amendments we sent you in 2006.

It is very important that these rules are adopted to ensure that your plan and your members do not incur any unnecessary tax charges.

To help you adopt the new rules we have prepared these notes and the enclosed draft resolution. You may be both trustee and principal employer of your plan, not all plans have a separate principal employer.

Decide if you can use the draft resolution provided

You as trustees are responsible for the legal effects of the resolution and you must take your own legal advice (if necessary) to satisfy yourselves that the resolution provided meets your requirements. We can't offer you specific financial or legal advice. If you'd like more information about the resolution or the rules, you should contact your professional advisers.

If you need to take legal advice, please remember that the pensions regulator has the power to impose financial penalties on trustees who rely on legal advice from an adviser who has not been appointed by the trustees for that advice.

Your principal employer may also wish to take legal advice.

If you're satisfied that the enclosed draft resolution meets your requirements, your principal employer can complete this form to show that they have adopted the new rules.

Please see the notes overleaf.

If this form doesn't meet your requirements

You must get your principal employer to prepare their own resolution and send us a completed copy as soon as possible. **Please send it to us in the envelope provided, this will ensure it reaches us without delay.**

How to complete the draft resolution provided

Get your principal employer to follow the notes below when completing the draft resolution provided. You will see we have sent you 2 copies of the draft resolution, please complete them both and send us the blue copy and keep the yellow copy for your records.

1. Tick a, b, c or d, whichever applies to you **and** if you are a sole trader, complete your full name.
2. Complete your full trading name (name of your company or partnership etc) in 'the principal employer' box
3. The date needed at the start of the next section is the date of the declaration of trust that started your plan. If you're not sure what this is, leave it blank and we will complete it for you
4. Finally complete the declaration at the end of the resolution to show
 - the date the new rules were adopted
 - the signature, name and designation of the principal employer
 - the date the form was signed.

Please return the blue copy of the completed resolution to us in the envelope provided. The yellow copy is for your records.

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