

## THE WORKPLACE PENSION BUREAU FROM SALVUS MASTER TRUST

1. Payroll Professional	
Payroll Professional Business Name	
Registered Number eg ICAEW/ICAS etc	
Address	
Key Contact Name	
Email	
Telephone No.	
Payroll software	
Number of payroll clients	

2. Please set me up with: -			
Multi-Employer Workplace pension	tick <input type="checkbox"/>	AE Compliance Module	tick <input type="checkbox"/>

3. Default Fund
Salvus Governed Lifestyle model -Blackrock - Investment Adviser to Trustees is Goddard Perry Consulting using Morningstar

4. FEES: PENSION SCHEME & AE COMPLIANCE MODULE (If required) VAT will be applied to all charges as appropriate.	
• Set up of Workplace Pension Bureau	£500 per annum (unlimited employers)
• Set up of Workplace Pension	£150 (one-off charge per employer)
• Annual Scheme Administration	0.60 % Plus £0.83p per member per month (Charged within the pension scheme)

5. ACCOUNTANT PAYROLL DETAILS
Payroll software e.g sage 50, Brightpay etc.
Name of person running payroll
Contact telephone of person running payroll
Contact email address of person running payroll



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### 6. ADVISER INVOLVED (complete if applicable)

Adviser firm

Key contact

Adviser FCA Registration Number

Key contact telephone

Key contact mail

### 7. PLEASE REGISTER ME ON THE SALVUS MASTERTRUST PLATFORM

We confirm:

1. We instruct you to set up a Workplace Pension for each of our clients and will complete your bulk set up file and upload this onto your platform.
2. We agree to pay your fees as stated on set up of each employer's pension set up
3. We are responsible for the accuracy of the data uploaded and will ensure that all data is correct prior to upload.
4. Every time we run payroll for our clients we will also produce a pension contribution which we will upload for each client. The format of this file will be to the Salvus/HS Admin standard.
5. We indemnify Salvus and HS Admin in respect of any claim arising from the provision of inaccurate or incorrect data or any such claim arising from our negligence.

Compliance Module

If we use your Auto enrolment compliance portal:

1. After running our client's payroll, we will also upload your data template into your platform on every Pay Reference Period.
2. We will update records to reflect any opt outs, opt ins new joiners and leavers to ensure that data is up to date

We also confirm our compliance with the Data Protection Act 1998 and as such access to employee's personal information shall be limited to use in the context of Auto Enrolment, Payroll and pension scheme maintenance W further confirm that we will fulfil our obligations under the Money Laundering Regulations 2007 and have completed the relevant corporate client due diligence in respect of all of our clients.

Signature

Name

Position

Date

