

# Annual scheme review questionnaire

**How to fill out this form**

If filling in this form by hand, please use black ink and CAPITAL LETTERS. Any corrections should be initialled. Please do not use correction fluid.

Scheme name

Scheme number

**About this form**

Although we only administer the Policy(ies) under this Scheme rather than the Scheme itself, we still need to make sure our records are up to date and accurate so that we can administer the Policy(ies) correctly. Therefore, please provide us with the information requested below about your Scheme, including any changes to it that have taken place in the past Scheme year. When reviewing that information we may need to contact you for more details. When replying please also provide copies of any updates to the Scheme's legal documentation.

While we are asking you to provide us with email addresses ongoing correspondence about the Scheme will continue to be by post. You can download additional copies of this questionnaire from [pru.co.uk/trustees](http://pru.co.uk/trustees)

Please complete, date and return the form to:

**Prudential  
Lancing  
BN15 8GB**

**Section 1– Information about Trustees**

Trustee's full name

Trustee's contact telephone number

Trustee's full address

  
  
  


Trustee's registered number, if limited company or plc

Postcode

Trustee's contact email address

Trustee's full name

Trustee's contact telephone number

Trustee's full address

  
  
  


Trustee's registered number, if limited company or plc

Postcode

Trustee's contact email address

## Section 1 – Information about Trustees – continued

Trustee's full name

Trustee's contact telephone number

Trustee's full address

  
  

Postcode

Trustee's registered number, if limited company or plc

Trustee's contact email address

Trustee's full name

Trustee's contact telephone number

Trustee's full address

  
  

Postcode

Trustee's registered number, if limited company or plc

Trustee's contact email address

Please continue on a separate sheet of paper, if necessary.

Provide the following information about any changes to Trustees in the past Scheme year.

Effective date of change

D	D	M	M	Y	Y	Y	Y
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Nature of change – appointment or resignation

Trustee's full name

Trustee's registered number, if limited company or plc

Trustee's full address

  
  

Postcode

Confirmation if a copy of deed is enclosed

Provide details of the Pension Scheme Manager, if applicable.

Pension Scheme Manager's full name

Pension Scheme Manager's contact telephone number

Pension Scheme Manager's full address

  
  

Postcode

Pension Scheme Manager's contact email address

## Section 2 – Declaration

Once this document has been fully completed, the following declaration must be signed by all Trustees of the Scheme (or an authorised representative), in the space provided.

Please remember to date the form.

We the undersigned confirm the information provided in this questionnaire is true and correct.

We undertake to inform Prudential immediately:

- (i) of any change of name and/or address of any Trustee;
- (ii) the proposed appointment of any new Trustee to the Scheme;
- (iii) the removal or resignation of any existing Trustee; and
- (iv) any other material Scheme change eg change of Scheme name.

Trustee's full name

Position

Signature

Trustee's full name

Position

Signature

Trustee's full name

Position

Signature

Trustee's full name

Position

Signature

**Authorised representative of Trustees – if using this option please provide a copy of the authorisation**

Authorised representative full name

Position

Signature

For and on behalf of the Trustees

Date

D	D	M	M	Y	Y	Y	Y
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