

## Annual Chair's Statement checklist

### DO YOU KNOW WHAT NEEDS TO BE INCLUDED IN YOUR ANNUAL CHAIR'S STATEMENT?

FEBRUARY 2016

Complete our checklist to identify which areas of the Annual Chair's Statement you may need to focus on.

		Yes / No?
1	Can you describe how you have met the requirements of the Pension Act 2004 in relation to trustee knowledge and understanding in the scheme year?	
2	Have you ensured that your administrator has processed the 'core financial transactions' for your scheme promptly and accurately in the scheme year?	
3	Have you updated your Statement of Investment Principles to cover the trustees' objectives and policies in relation to the default arrangement?	
4	Have you undertaken a review of the default arrangement during the scheme year, and can you explain any changes arising from the review (or if no review occurred can you give the date of the last review)?	
5	Can you state the level of charges and transaction costs applicable to the default arrangement and non-default funds?	
6	Where transaction costs are not available can you state how they will be obtained in time for the next chair's statement?	
7	Can you explain the trustees' assessment of the extent to which the transaction costs obtained represent good value for members?	
8	Can you explain the trustees' assessment of the extent to which the charges members pay represent good value?	

### CONTACT US

If you would like to discuss how we can help you complete your Annual Chair's Statement, please contact Laura Myers, Andrew Cheseldine or Edward Dixon.

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