

LIMITED COMPANY ANNUAL CERTIFICATE OF PENSIONABLE PAY FOR 2010/11:

GUIDANCE & COMPLETION NOTES

INTRODUCTION

From 1 April 2006 dividends received from a company (limited by shares) that is qualified to hold a GMS, PMS, SPMS or APMS contract and satisfies the NHS Pension Scheme Employing Authority criteria may be pensioned subject to the dividends being wholly in respect of NHS work.

Where a GMS, PMS, sPMS, or APMS Practice/Centre operates as a limited company the limited company version of the Certificate must be completed. A shareholder will also have to complete the main 2010/11 GP Provider (and non-GP Provider) Certificate of Pensionable Profits if they are a Partner or Single-Hander elsewhere.

A GP Provider who is/was a Salaried GP (or long term fee based GP) in 2010/11 will also have to complete the Type 2 Practitioner self-assessment form; this is to ensure they have paid tiered contributions in 2010/11 at the correct rate.

Where a contract is held by a limited company and the Provider receives a salary from the company, that salary must NOT be entered in box 3 or box 22 of the main 2010/11 Certificate as such a salary will be included in this Certificate instead.

If a Provider holds two or more different types of the above contracts, a separate Certificate is required for each.

It is also feasible that two or more contracts are all held by one limited company. Properly, dividends and income allocations should be made to each particular contract for each shareholder. There may, however, be circumstances where a more pragmatic approach is required. Contact NHS Pensions (practitioners@nhspa.gov.uk) for more information.

Where a limited company is providing GMS, PMS, sPMS, or APMS services, the NHS Pension Scheme employer contributions must be treated as an expense of the company; see FAQs for further details.

NOTES

Box A

Enter the shareholder's (i.e. Provider's) full name; do not use initials. If your surname has changed in 2010/11 please also provide your previous surname.

Box B

Enter the shareholder's national insurance number or individual NHS Pension Scheme reference number; this is often known as your 'SD' number and begins with SD followed by two digits representing your year of birth (i.e. 1957 is 57) then six further digits.

Box C

Specify the name of the company as it is registered with Companies House.

Box D

The NHS Pension Scheme Employing Authority code is a letter followed by three digits; i.e. A123. Your Practice/Payroll Manager should know this code, however if it is difficult to obtain enter the name of the Practice.

Box E

Specify the company's number as it is registered with Companies House.

Box F

Specify the type of contract that this certificate relates to – GMS, PMS, SPMS or APMS. See the introduction above where more than one contract is held by a single limited company.

Box G

In respect of a GP Provider the host PCT/LHB is the PCT/LHB on whose Performers List the GP Provider is (or has been during the year) registered or the PCT/LHB with whom the GP Provider has a contract. In respect of a non-GP Provider the host PCT/LHB is the PCT/LHB that the non-GP Provider is (or has been) contracted with.

Where changes of Practice and/or PCT/LHB occur, there will be implications for your Certificate and you may need to complete more than one Certificate as described below.

Follow these instructions to determine how many Certificates you are required to complete:

- a) Change of Practice, but remain within the same PCT/LHB.

In this situation, two Certificates will be required and the references in Boxes D, E & F may be different on each.

- b) Change of Practice, also with a change of PCT/LHB.

In this situation, two Certificates will be required and the references in Boxes D, E, F, & G may be different on each

The host PCTs/LHBs in this instance are the PCTs/LHBs on whose 'Performers List' you are registered (or contracted with) either before the change in Practice or at the 'year end', dependent upon which Certificate is being completed.

- c) Change of PCT/LHB (i.e. due to a merger), but remain with the same Practice.

In this situation, one Certificate only should be completed, with the entry at Box G relating to the host PCT/LHB upon whose 'Performers List' you appear at the end of the relevant year (i.e. 31 March 2011).

- d) One limited company holds two or more contracts, whether GMS, PMS, SPMS or APMS. Strictly, to ensure compliance with the statutory NHSPS Regulations, separate Certificates are required for limited company income (salary and dividends) from each contract. In practical terms, however, it is accepted that, where the number of contracts held by the limited company is exceptionally high, it would be difficult to extract the salary and dividends pertaining to each contract. In these circumstances, please contact the NHS Pensions to agree a format for submission of the necessary Certificates.

Box H

This box is already pre-filled.

Box I

Where you became a shareholder during the year ended 31 March 2011, enter that date in here. If your shareholding merely changed during the year, no entry need be made.

Box J

Where you ceased to be a shareholder of the company, please enter the date of cessation here. Where you left the NHS Pension Scheme, but retained ownership of your shares, such as when you become a deferred member or have disposed and reacquired shares for 24 hour retirement purposes, enter the date of leaving the scheme and describe what has happened at box 46.

Box K

Prior to 1 April 2008, members who first joined the Scheme on or after the 1 June 1989 were subject to the pensionable earnings cap; i.e. the member could only pension in the NHS Pension Scheme income, from whatever NHS source, up to the prescribed limit. If a member joined before 1 June 1989 but had a break in pensionable employment of more than a year after 1 June 1989 they were also subject to the cap.

Following changes to the Scheme rules effective from 1 April 2008, however, the earnings cap has been removed and mainline employer and tiered employee contributions are to be based upon full pensionable pay.

EXCEPTION – if a Scheme member, who was previously subject to the cap, has already bought added years, or is still buying them under an agreement that started before 1 April 2008, those added years remain subject to the cap. Contributions in respect of the added years will still be limited to the capped pensionable pay.

Any added years agreements starting on or after 1 April 2008, however, will NOT be subject to the earnings cap and will be payable on the full actual pensionable pay, as will be the employer and tiered employee contributions.

See NHS Pensions Technical Newsletter (TN) 17/2008 on its website (<http://www.nhsbsa.nhs.uk/Pensions/2499.aspx>) for further information.

If you are unsure as to whether the cap applies to you, please contact NHS Pensions (practitioners@nhspa.gov.uk). Please refer to the completion notes for box 18 when considering the application on the cap.

Box L

NOTE YOUR 2010/11 PERSONAL TAX RETURN WILL NOT NECESSARILY NEED TO HAVE BEEN COMPLETED TO ENABLE YOU TO MAKE THE ENTRIES ON YOUR 2010/11 CERTIFICATE OF PENSIONABLE PAY. IT WILL, HOWEVER, BE BENEFICIAL TO HAVE DONE SO TO CROSS REFERENCE THE ENTRIES EXTRACTED FROM THE COMPANY RECORDS.

THERE IS NO REASON WHY THE FIGURES FOR SALARY AND DIVIDEND FROM TWO SETS OF ACCOUNTS SHOULD BE PROVISIONAL AS THEY ARE TAXED ON A RECEIPTS/PAID BASIS AND DEFINITE FIGURES WILL BE KNOWN FOR THE TAX YEAR. THE ENTRIES ON THE CERTIFICATE SHOULD NOT, THEREFORE, BE FROM PROVISIONAL PERSONAL TAX RETURN FIGURES.

IT IS POSSIBLE, HOWEVER, THAT THE ACCOUNTS FOR THE YEAR END FALLING AFTER 5 APRIL 2011 MAY NOT HAVE BEEN PREPARED BY THE TIME YOU NEED TO SUBMIT THE LIMITED COMPANY CERTIFICATE. IN THESE CIRCUMSTANCES, AN ESTIMATED FIGURE WILL BE REQUIRED IN BOX 5A AND BOX L SHOULD BE TICKED. AN ADJUSTMENT TO PENSIONABLE PAY WILL THEN BE REQUIRED ON YOUR 2011/12 LIMITED COMPANY CERTIFICATE TO CORRECT THE POSITION. SEE ALSO THE GUIDANCE FOR BOX 5A BELOW.

PREAMBLE - IMPORTANT NOTES REGARDING THE FOLLOWING GUIDANCE:

- **ANY COMMENTS MADE FOR BOXES 1, 2, 3 ETC APPLIES EQUALLY TO BOXES 1A, 2A, 3A ETC. UNLESS OTHERWISE STATED, ALL INSTRUCTIONS ARE RELEVANT TO FIGURES FOR EACH PARTICULAR YEAR END BEING CONSIDERED. SEPARATE GUIDANCE WILL BE PROVIDED IN SPECIFIC INSTANCES WHERE DIFFERENCES ARE REQUIRED.**
- **PENSIONABLE LIMITED COMPANY INCOME FOR THE YEAR ENDED 31 MARCH 2011 IS BASED UPON THE EMPLOYMENT INCOME AND DIVIDENDS RECEIVED FROM THE COMPANY IN THE TAX YEAR 2010/11, i.e. THE YEAR ENDED 5 APRIL 2011. DIVIDENDS AND SALARY PAID IN THE 5 DAYS FROM 1 APRIL 2011 TO 5 APRIL 2011 WILL THEREFORE BE INCLUDED IN THE 2010/11 PENSIONABLE PAY.**

- **IN LOOKING AT THE PAYMENT OF DIVIDENDS, ONLY LEGAL DIVIDENDS AS PER SECTION 830 OF THE COMPANIES ACT 2006 WILL BE CONSIDERED TO BE PENSIONABLE. SECTION 830 SAYS THAT A COMPANY MAY ONLY MAKE DISTRIBUTIONS OUT OF PROFITS AVAILABLE FOR THE PURPOSE. A FINAL DIVIDEND WILL REQUIRE FULL ACCOUNTS TO BE PREPARED TO DETERMINE WHETHER SUCH A DIVIDEND CAN BE PAID. A FINAL DIVIDEND WILL BE TREATED AS PAID WHEN IT IS DECLARED BY ORDINARY RESOLUTION.**
- **IT IS FEASIBLE THAT THE LIMITED COMPANY MAY PAY A GP PROVIDER A COMMERCIAL FEE, WHICH IS AN EXPENSE WITHIN THE COMPANY, FOR SERVICES OR WORK DONE OVER AND ABOVE THAT REQUIRED OF HIM/HER BY THE SHAREHOLDER AGREEMENT. THIS MAY BE ALLOWABLE AS A DEDUCTION IN THE COMPANY ACCOUNTS IN LINE WITH HMRC GUIDANCE AT PAGE BIM38110 OF THEIR BUSINESS INCOME MANUAL. SUCH INCOME IS NOT INCOME DERIVED AS A SHAREHOLDER OF THE LIMITED COMPANY AND PLAYS NO PART IN THE CERTIFICATE TO WHICH THESE NOTES REFER. IT IS LIKELY THAT A TYPE 2 MEDICAL PRACTITIONERS SELF-ASSESSMENT CERTIFICATE WILL BE REQUIRED FOR SUCH INCOME, WITH THE APPROPRIATE GP SOLO FORMS HAVING BEEN COMPLETED FOR PAYMENTS TO THE GP**
- **FULL ACCOUNTS DO NOT NEED TO BE PREPARED TO PAY AN INTERIM DIVIDEND. THIS MAY BE AUTHORISED BY THE DIRECTORS AND WILL BE TREATED AS PAID WHEN THE ENTRY IS MADE IN THE COMPANY RECORDS.**
- **DOCUMENTATION AND RECORDS SHOULD NOT BE BACKDATED TO RETROSPECTIVELY DECLARE A DIVIDEND.**
- **NHS PENSIONS CONFIRMS THAT THERE CAN BE NO CARRY-FORWARD OF UNDISTRIBUTED PENSIONABLE DIVIDEND INCOME. ONLY DIVIDENDS LEGALLY PAID AND DECLARED FOR AN ACCOUNTING PERIOD CAN BE PENSIONABLE. PENSIONABLE NHS DIVIDENDS WILL BE TREATED AS THE FIRST SLICE OF DIVIDENDS PAID FOR THE ACCOUNTING PERIOD, TO THE LIMIT OF THE MAXIMUM PENSIONABLE AMOUNT OF DIVIDEND (see more in the notes to box 2 and appendix 1). ANY DIVIDENDS PAID IN EXCESS OF THE MAXIMUM PENSIONABLE AMOUNT, NO MATTER TO WHAT TAX YEAR THEY RELATE, WILL NOT BE PENSIONABLE.**

Box 1

Salary and dividends paid in 2010/11 may be paid from two or more accounting year ends. Enter these accounting year ends in boxes 1 and 1A.

For 31 March year ends, enter 31 March 2011 in box 1 and 31 March 2012 in box 1A. The other procedures are exactly the same as for any other year ends.

Where the company only started in 2010/11, and therefore has no accounting period ending in 2010/11, enter the first accounting period end date in both boxes 1 and 1A, with the corresponding total income and non-NHS income figures for that period in both sides of page 1.

Box 2

The figure in box 2 should be your share of the company's total medical related (NHS and non-NHS) income as calculated for, say, shareholder 1 in appendix 1.

Appendices 2 (June year end) and 3 (March year end) provide diagrammatic illustrations of how the dividends in respect of these different years would be pensionable based upon dividend figures as per appendix 1. The appendices show how dividends from each accounting year end may be included in limited company pension certificates for separate years.

NHS Pension Scheme regulations allow for pooling of certain outside appointment income. Examples of this may include PEC positions, appraisal income or salaried hospital appointments.

The figure in Box 2, and in the Step 1 calculation in appendix 1 for the company's total non-NHS and total income, must exclude NHS SOLO or NHS GP Locum income (recorded on locum forms A, B, C, or D) paid to the limited company. Such income is generally deemed as private income and should not, in fact, be paid into the company, a different legal entity, having had superannuation deducted from it.

Should such income be paid to the company and pooled with other income, it should be paid gross, inclusive of the employer contribution.

Where net amounts, after the deduction of SOLO superannuation, of such PEC/appraisal/appointment income are paid into a practice bank account, the amounts should form no part of the company's income.

Similarly, employment income is also private income and should be retained privately. The administrative practice (HMRC Employment Income Manual EIM03000 to EIM03004, also Business Income Manual BIM40350 to BIM40360 and Extra Statutory Concession A37) of including certain employment professional fees as professional fees within the trading income rules does not apply, other than in very restrictive circumstances, to receipts by a limited company. Any salaried appointments that have traditionally been paid into a partnership and pooled between partners should not be paid into a limited company. Where the shareholders' agreement stipulates that such salaried appointment income is pooled between shareholders, that income should not appear in the company accounts. Effect may be given to the 'pooling' by allocating additional salary or dividends to the non-salary-earning shareholders appropriately.

Box 3

Box 3 must state your share of the amount in box 2 that was in respect of non-NHS medical related work. This includes private income and reimbursements, insurance reports and medicals, etc.

Box 4

Box 4 will state the company's total NHS income and must not include SOLO, GP locum, or employed NHS income. Box 4 must not include any company private income.

Box 5

The figure in box 5 is the NHS income/non-NHS income ratio for the purposes of calculating the element of company salary and dividends that are 'NHS pensionable'. It is recognised that the accounts for the year end falling after 5 April 2011 may not have been prepared by the deadline for submission of this Certificate. Where this is the case, no entries are required at boxes 1A, 2A, 3A and 4A and an estimated figure only is required at box 5A. You should use your knowledge of your affairs to make a best estimate for the ratio that is entered in box 5A. Alternatively, if the ratio of NHS to total income for the accounts to which box 5A relates is expected to be in line with those for box 5, then it is acceptable to utilise the same percentage in box 5A.

Where a different percentage is used, please describe in box 46 how this has been determined.

Where an estimated percentage figure has been utilised, then a correcting amount will be required to be made on the 2011/12 limited company Certificate. That Certificate will be amended to show how the adjustment will work.

Box 6

These boxes must reflect the company year ends involved from boxes 1 and 1A.

Box 7

You must enter your gross limited company salary, i.e. before the deduction of tax and national insurance, paid in the year 2010/11 that relates to the accounts referred to at box 6 above. Such a company salary should not have had superannuation deducted at source as it is the purpose of this certificate to do so. Where, however, such a salary has incorrectly been pensioned through the payroll, the salary gross of tax, NIC and superannuation should be entered in Box 7 and the contributions deducted entered in Boxes 37 to 40.

Where personal expenses have been incurred and are claimed at boxes 17 to 20 of the employment pages of your tax return, enter in box 7 the net figure after the deduction of these expenses. This is a different approach to the calculation of officer pensionable pay, but is required by NHS Pension Scheme regulations for GPs and non-GP providers.

Box 8

The purpose of box 8 is to calculate what element of your company salary is in respect of NHS income.

Box 9

The purpose of box 9 is to total the two elements of pensionable salary paid by the company that falls into 2010/11.

Box 10

The preamble to the numeric box guidance states that pensionable dividends will be treated as the first slice of dividends paid for the accounting period. In order to determine the maximum pensionable dividend it is first necessary to ascertain the company's overall income, expenses and corporation tax and hypothetically allocate these to each shareholder to whom dividends have been paid for the year end.

The company income, expenses and corporation tax are allocated in the ratio of the scheme member's personal dividend income for the year end to the total dividends paid for all shareholders in that year end. In this way each shareholder is apportioned at box 10 a maximum theoretical share of the after tax profit. On no account should brought forward undistributed profits from earlier years be included in this calculation. See appendix 1 for an illustration.

Box 11

This maximum theoretical dividend from box 10 is then apportioned between that which, at box 11, would reflect the maximum **potential NHS dividend** and the remaining non-NHS dividend. See appendix 1 for an illustration.

Box 12

This reflects the actual net dividend paid in respect of the respective accounting year at boxes 6 and 6A above. This is the full dividend paid as per the company accounts.

Box 13

Box 13 reflects the smaller of the maximum potential NHS dividend from box 11 and the actual dividend paid from box 12. Clearly, the maximum NHS dividend cannot be greater than the full dividend paid.

Box 14

****This guidance is specific to this box****

NHS dividends are deemed to be the first slice of dividend payments made. Box 14 is therefore the amount of total dividend relating to the accounting year in box 1 that was paid before 6 April 2010. All of those dividends are treated as NHS dividends paid in the previous tax year. It is therefore only possible to pension in 2010/11 the balance of the maximum potential NHS dividend up to the limit of the actual dividends paid.

Box 15

****This guidance is specific to this box****

Box 15 is the result of subtracting box 14 from box 13 and reflects the actual NHS dividend for 2010/11 that relates to the accounting year end that falls in 2010/11.

Box 14A

****This guidance is specific to this box****

NHS dividends are deemed to be the first slice of dividend payments made. Box 14A is therefore the amount of total dividend relating to the accounting year in box 1A that was paid before 6 April 2011. All of those dividends are treated as NHS dividends paid in the current tax year. It is therefore only possible to pension in 2011/12 the balance of the maximum potential NHS dividend for the year end in box 6A up to the limit of the actual dividends paid.

Box 15A

****This guidance is specific to this box****

Box 15A is the result of subtracting box 14A from box 13A and reflects the actual NHS dividend for 2010/11 that relates to the accounting year end that falls after 2010/11.

Box 16

The purpose of box 16 is to total the two elements of pensionable dividend paid by the company that falls into the year ended 5 April 2011.

Box 17

Box 17 totals the pensionable salary and pensionable dividend for 2010/11. This is your total limited company pensionable pay for 2010/11.

Box 18

Also see notes to Box K. Only enter a figure in this box if you are capped JUST for added years purposes. From 1 April 2008 a cap does not apply to mainstream pensionable pay.

The figure in this box would normally be the earnings cap relevant to added years contracts for 2010/11 (£123,600).

Care should be taken, however, when entering a figure here and you also have income pensioned separately (for instance salaried appointments or GP locum income) or pensionable income derived from a GMS/PMS contract, as the correct amount may not be the full value of the cap as an amount of the cap may be allocated against these other sources.

Where the cap applies to your added years contract, your **total** NHS pensionable income from **all** NHS sources in the year ending 31 March 2011 cannot exceed £123,600.

NHS Pensions cannot advise on the application of the cap to any particular source of NHS income. Professional assistance should be sought where this is required, bearing in mind other possible NHS pensionable income.

Box 19

Seniority payments (if applicable) have to be separately identifiable in the Certificate in accordance with the Statement of Financial Entitlements mainly for the purposes of the calculation of Average Adjusted Superannuable Income.

The figures in these boxes should be the amount of seniority received by the company for you in the company accounts for the year ended 31 March 2011. No adjustment should be made for employer superannuation contributions.

Where the company accounting year end is not 31 March, each box will reflect one, two or three quarters of the seniority paid to the company for you in the year ended 31 March 2011. Seniority payments are made in the practice statements of June, September, December and March. If the accounting year end were, for example, 30 June, box 21 would contain the seniority payment for June 2010 from the accounts for the year ended 30 June 2010 and box 21A would contain the seniority payments for the three quarters ended 30 September 2010, 31 December 2010 and 31 March 2011 from the accounts for the year ended 30 June 2011.

Box 20

This is the sum of the four quarters of seniority for the year ended 31 March 2011.

Box 21 - 28

Employee contributions in 2010/11 may be 5%, 6.5%, 7.5% or 8.5%.

The rate payable in 2010/11 will be determined by the Provider's aggregated pensionable income for year 2010/11. The aggregate of pensionable income includes:

- Type 1 (Principal) Practitioner certified profits
- Type 2 (Assistant) Practitioner income
- Pensionable GP Locum (Practitioner) income (i.e. 90% of the gross)
- OOHs posts
- PEC posts
- Salaried Bed Fund posts, which are treated as practitioner positions
- Pensionable pay from Limited Company Certificate of Pensionable Profits

Income from PAYE salaried Officer (i.e. clinical assistant/hospital) posts should be excluded from the aggregation above and should be allocated a contribution tier separately according to the rules governing Officers in 2010/11 within the scheme. Salaried Bed Fund posts are, however, considered to be practitioner positions and should be included.

IMPORTANT NOTE REGARDING GP LOCUM WORK AND EMPLOYED PRACTITIONER POSTS:

Where, as a result of the above, it transpires that, following aggregation and allocation to a tier, the incorrect percentage of employee contribution has been paid on 2010/11 GP Locum income through forms A & B, Out of Hours, salaried practitioner or Bed Fund posts, the GP must contact the PCT/LHB to make good locally any arrears/apply for a refund. Any arrears/refund in respect of such contributions are ring-fenced and outside the scope of this Certificate. Please refer to the notes on GP Locum form B for further information.

See Technical Note TN4 / 2009 (Factsheet 2) for further information and the notes to the Type 2 Practitioner Self-Assessment Form.

Boxes 29-32

These boxes state the percentages at which the varying classes of contribution are paid.

Tiered employee contributions:

Please see the notes for Boxes 23 to 30 regarding the calculation of the appropriate tier.

Added Years, Money Purchase AVCs and Additional Pension arrangements:

The percentages or amounts payable for each of these arrangements will be dependent upon your own circumstances.

Added Years

No new added years contracts should have been commenced after 31 March 2009.

Money Purchase AVCs

The figure in box 31 is your provisional NHSPS Money Purchase AVCs if you have a NHS Money Purchase AVC contract with the Prudential, Standard Life, or Equitable Life. This is generally based on a percentage of your pensionable pay however can be a fixed amount. Where it is a fixed amount, the annual amount should be entered in box 31a rather than box 31. The amount in box 31a should then be copied into box 35.

Do not enter details in respect of any Free Standing AVC's.

Additional Pension purchase

From 1 April 2008 a new Additional Pension purchase was introduced whereby members can buy blocks of additional pension in multiples of £250 up to a maximum of, currently, £5,000. Where an Additional Pension contract started in 2010/11, it will be necessary to enter the contributions due in box 31b for the period from commencement to 31 March 2011.

Contributions for Additional Pension are payable either by a single lump sum or regular monthly payments. Where the chosen method is a single lump sum, the amount due should be entered in box 31b. Where the chosen method is by regular monthly contributions, the amount to be entered in box 31b is the monthly contribution quoted multiplied by the number of whole months the contract has run from inception to 31 March 2011. As monthly payments are fixed (subject to future review and adjustment), no apportionment should occur as happens with added years.

Employer contributions

Employer contributions are 14% for 2010/11.

Boxes 33-36

Are the contributions due for the year, arrived at by multiplying the pensionable pay figure from box 17 (or 18 if the cap applies for your added years purchase) to the relevant percentage figure from boxes 29 to 32.

Where you have a NHS Money Purchase AVC paid as a fixed amount, the figure in box 35 will match that in box 31a.

Where you have an Additional Pension contract, the figure in box 35 will match that in box 31b.

Where you have a combination of arrangements under Money Purchase percentages/fixed amounts and Additional Pension purchase, the amount at box 35 will reflect the total amount due for all such arrangements.

Boxes 37-40

These boxes must state the company based contributions already paid that relate to 2010/11 (i.e. not including payments made in respect of a previous year).

These figures should include payments already made to your host PCT/LHB or deducted from your contract payment 'on account' throughout the year to 31 March 2011 by the PCT/LHB.

Boxes 37-40 should not include any deductions from outside salaried appointments, locum income, GP SOLO income, appraisal income or any other privately earned amounts. Where the shareholder agreement determines that such income, although performed by a shareholder personally, should be pooled among all shareholders, the earning shareholder should be considered to have retained those fees as private income and the remaining shareholders allocated additional salary or dividend to ensure they receive their entitlement.

The exception to the preceding paragraph is where a shareholder salary is paid by this limited company that has superannuation incorrectly deducted at source. Where this has occurred, the deductions (employee, employer and added years) should all be included in boxes 37-40.

There is no link of these boxes to any payments relevant for tax relief purposes. The entries in these boxes will relate to those contributions made in respect of 2010/11 that were paid or deducted by the PCT/LHB before this Certificate is submitted.

Boxes 41-45

Are the final payable (or refundable) contributions for 2010/11 after taking account of contributions that have already been paid.

Box 46

White space to add any additional information deemed helpful to understanding the figures in the certificate and in particular re box 18.