



ASSOCIATION OF PROFESSIONAL PENSION TRUSTEES
The representative body of UK Professional Pension Trustees

Accreditation application form for professional trustees of occupational pension schemes

How to complete this form

STEP 1: Save this PDF in a file on your computer before completing.

STEP 2: Complete the PDF and save. If you part-complete, remember to save. If you return to complete the form, save the fully completed form over the initial saved document. You can also print a copy at this stage.

STEP 3: Attach the saved pdf with any available certificates to your application email. If you wish to password protect your application form, you can do so. However, if you do this remember to forward the secure password and your full name by text to the following number: 07500 757713

PLEASE READ THE *Guidance on applications* PAPER ENCLOSED WITH THIS APPLICATION FORM AND COMPLETE THE CHECKLIST BELOW BEFORE SUBMITTING YOUR APPLICATION.

All sections of this form must be completed. Incomplete applications forms will not be processed. Applicants can provide copies of Certificates not yet available at a later date.

All applications received will be acknowledged and we will notify you if we need any further information on your application.

Please keep a copy of this form and allow 4 weeks for review and processing.

ALL ACCREDITATION APPLICATION FORMS MUST BE RETURNED BY EMAIL WITH ATTACHMENTS (SEE CHECKLIST ON PAGE 2) TO: secretariat@appt.org.uk or ALL BY POST TO: APPT Secretariat, 10 St James Road, Wokingham RG40 4RT

Date: April 2026

My Checklist of Attachments

If appropriate, written confirmation from a Master Trust Scheme Secretary of being a named trustee of a Master Trust (See Section 4 for more details).

☐ Enclosed or ☐ To follow

- ☐ **My Basic Criminal Convictions DBS form** (See Section 5 for more details).
- ☐ **Two references** (See Section 6 and appendix 1 of **Guidance on applications** paper for more details).
- ☐ **The relevant TPR Certificate (Development Record) for the Trustee Toolkit** (See Section 7 for more details).
- ☐ **Certificate for PMI Level 3 Certificate in Pension Trusteeship Unit 1** (See Section 7 for more details).
- ☐ **Certificate for PMI Level 3 Certificate in Pension Trusteeship Unit 2** (New soft skills examination).

If you have any queries regarding your application, please contact APPT on 07919 911380 or email secretariat@appt.org.uk

Section 1: Personal details

Title (e.g. Mr, Mrs, Ms, Dr. etc)	
Forename(s)	
Surname	
Date of birth	
Home address including postcode	
Previous address(es) including postcode(s) and dates if you have moved in last 5 years	
Work email address	
Work/contact telephone number	

Section 2: Trustee or pension industry experience

The first part of this section evidences your three years' pension trustee experience. It relates to any form of pension trustee appointment (not just those as a professional trustee) and includes where you are part of a team with decision-making authority on sole trusteeships. We are not seeking scheme names but the number, type and sizes of schemes with which you have been involved.

For those without current or recent pension trustee experience you will need to evidence five years' recent pension's industry or other relevant experience.

Trustee appointments (current and/or held in last three years):

Business or Scheme type (DB, DC, Hybrid etc)	Asset value	Number of members	Dates/year of appointment/ removal

Pension industry or other relevant experience in the past five years:

Business or Scheme type (DB, DC, Hybrid etc)	Asset value	Number of members	Role/ relationship with scheme	Dates/year of appointment/ removal

Section 3: Employment/career history for the last five years

1. Current status (firm or sole operator):

If you are a professional trustee operating as a sole operator please tick ☐ and go to 2 (below)

Name of firm			From (date):
Firm's address (including postcode)			
Position held:			
Brief description of responsibilities			
Regulated business?	Yes ☐	No ☐	
If yes, Regulator:			

2. Most recent previous employment(s) in last 5 years:

From:			To:
Employer name:			
Nature of business:			
Position held:			
Brief description of responsibilities			
Regulated business?	Yes ☐	No ☐	
If yes, Regulator:			

From:			To:
Employer name:			
Nature of business:			
Position held:			
Brief description of responsibilities			
Regulated business?	Yes ☐	No ☐	
If yes, Regulator:			
	Yes	No	
Have you been dismissed, resigned or forced to resign from any employment, or from a role involving a fiduciary duty, due to negligence or misconduct? If 'Yes' please provide details below:	☐	☐	
Have you been dismissed or forced to resign from a role due to poor management or failure to resolve a conflict interest? If 'Yes' please provide details below:	☐	☐	

Section 4: Professional status

Are you a member of a professional body(ies)?	Yes ☐	No ☐
If 'yes,' please name professional body		
Date of admission		
Membership No.		

If 'yes,' please name professional body		
Date of admission		
Membership No.		

Are you a trustee on a Master Trust which has been authorised by the Pensions Regulator?	Yes ☐	No ☐
If 'yes,' please name the Master Trust		
Date of authorisation		

Note: Members of authorised Master Trust boards are not required to complete the Fit and Proper questions in Section 5 below, although you must complete the declaration on page 6. Please attach evidence that you are named as a trustee on the relevant trust (see Section 4 of the *Guidance on applications* paper).

Section 5: Fit and proper questions

You should answer all questions honestly and openly and include all relevant information. If you are unsure whether to disclose a particular matter, you should disclose it, providing any additional information that you feel is relevant.

All relevant information will be assessed, including any matters disclosed, taking into account, impact and how long ago they occurred. In some cases, these matters may mean that an individual is automatically barred under legislation from acting in certain capacities. For example, a person cannot be a trustee if they are currently bankrupt.

Individuals should explain the circumstances of any matters they disclose, together with any steps taken to resolve or address the matter, and any other mitigating factors relevant to a fit and proper assessment.

We are aware that different professional bodies have different criteria for bringing disciplinary action against their members. This will be taken into account when applications are assessed.

5.1 Applicants are required to demonstrate on initial application the basic level of clearance by the Disclosure and Barring Service – see www.gov.uk/government/publications/basic-checks
Please attach a copy of your DBS form. **This check takes around 14 days.**

	Yes	No
I confirm that no prior or current criminal and regulatory proceedings have been brought against me by any authority, nor have there been any convictions against me, and that I will notify APPT immediately should I become the subject of any criminal, regulatory or disciplinary investigation and/or judgement not already brought to the attention of APPT.	☐	☐
If 'No' please provide details here:		

5.2 Have you ever, inside or outside the UK:

If you answer any questions below 'Yes', please provide details in the box below this section	Yes	No
Made an arrangement with your creditors?	☐	☐
Been adjudged bankrupt?	☐	☐
Filed for your own bankruptcy or had a bankruptcy petition served on you?	☐	☐
Been made bankrupt?	☐	☐
Been the subject of a bankruptcy restrictions order (including an interim bankruptcy restrictions order)?	☐	☐
Offered a bankruptcy restrictions undertaking?	☐	☐
Been the subject of an award of sequestration?	☐	☐
Have you ever been the subject of a county court judgment (CCJ), individual voluntary arrangement (IVA) or equivalent judgments in other jurisdictions?	☐	☐
Are you currently or have you ever been disqualified from acting as a company director due to unfit conduct?	☐	☐
Are you a director, partner, or otherwise concerned in the management, of a business in the United Kingdom or elsewhere, which at any time during your involvement, or within one year of such involvement, has gone into insolvency, liquidation or administration?	☐	☐
Have you ever been prohibited or disqualified from acting as a trustee (in any capacity)?	☐	☐
Have you ever been the subject of any adverse judgments or settlements in proceedings by a court or tribunal (whether criminal, civil or administrative) particularly in connection with investment or other financial business, misconduct, fraud or the formation or management of a corporate body?	☐	☐
Has any person indicated their intention to bring civil proceedings against you? (This includes any ongoing disputes, and whether or not the proceedings are likely to result in any order against you).	☐	☐
If you answered 'Yes' to any of the above questions in this section please provide details:		

5.3 In relation to activities regulated by The Pensions Regulator (TPR) or any other regulatory authority, government agency or professional body, in the UK or elsewhere, have you, or any legal body you have been connected or associated with, during the period of connection or association or the subsequent five years, as far as you are aware, ever:

If you answer any questions below 'Yes', please provide details in the box below this section	Yes	No
Been the subject of disciplinary action taken by TPR or any other regulatory authority, government agency or professional body?	☐	☐
Been the subject of any investigation which has led or might lead to disciplinary actions taken by TPR or any other regulatory authority, government agency or professional body?	☐	☐
Been made aware as the subject of any disciplinary investigations or proceedings that have begun, or of anyone's intention to begin such investigations or proceedings?	☐	☐
Been the subject of any actions taken by TPR or any other regulatory authority, government agency or professional body due to misconduct?	☐	☐
Had permissions or licences removed by TPR or any other regulatory authority, government agency or professional body due to misconduct?	☐	☐
Been the subject of any ongoing criminal investigations or proceedings, in the United Kingdom or elsewhere?	☐	☐
Been dismissed, resigned or forced to resign from any employment, or from a role involving a fiduciary duty, due to negligence or misconduct?	☐	☐
Been dismissed or forced to resign from a role due to poor management or failure to resolve a conflict of interest?	☐	☐
If you answered 'Yes' to any of the above questions in this section please provide details:		

Section 6: References

You are required to submit two references with your application. These will need to be scanned and attached with your application.

A referee should be a senior pensions industry professional or executive who is able to confirm that they know of no reason why you should not be an accredited pension trustee. The referee should have known you for at least two years. Examples might be:

- Scheme Secretary
- Scheme Actuary
- Pensions Manager
- Pensions Lawyer
- Benefits and Investment Consultant
- Scheme Auditor
- Solicitor or Barrister
- Lay or Professional Trustee

A referee should not be a relative, current or former work colleague or business partner.

A template reference can be found at **Appendix 1** within the **Guidance on applications** paper that accompanied this application form.

Section 7: Trustee toolkit, CPD and PMI examinations

	Yes	No
I confirm I have completed TPR's trustee toolkit Please note that you should have completed the most up to date modules relevant to the type of schemes for which you are to serve as a professional trustee inc 'Pension Scams'. If 'Yes' please attach your TPR Development Record with your application	☐	☐
I confirm I have completed the Pensions Management Institute's (PMI) Level 3 Certificate in Pension Trusteeship Unit 1 If 'Yes' please attach your certificate(s) with your application	☐	☐
I confirm I have completed the Pensions Management Institute's (PMI) Level 3 Certificate in Pension Trusteeship Unit 2 If 'Yes' please attach your certificate(s) with your application	☐	☐
Reason why 'No':		

Continuous Professional Development (CPD): successful applicants are required to undertake and keep a record of at least 25-hours relevant CPD each calendar year (pro-rata from the date of accreditation in the first year) of which no more than 5-hours can be non-structured (e.g. research or reading articles). Members are also required each year to undertake a *Reflective Development Discussion* with another accredited professional trustee (a firm's annual appraisal programme of a member may fulfil this requirement).

Note:

Applicants are required to have completed the Pensions Management Institute's Award in Pension Trusteeship (now Unit 1) or its predecessor. Past versions of this qualification have covered both DB and DC schemes and DC schemes only. Please note that only the version covering both DB and DC is eligible for accreditation purposes.

If you have previously passed this qualification, you will be exempt from resitting it if the information provided in section 2 demonstrates that you have been professionally active in pensions since completion.

Section 8: APPT Membership and payment

Once your application form has been received you will be invoiced for payment – we request you pay promptly. The APPT Accreditation fee is currently £485 and is inclusive of your APPT membership fee for the year commencing 1 July 2026 (and we anticipate next year's renewal fee will be £310).

Please indicate if your Accreditation invoice should be sent to your firm (who may then aggregate invoices from other APPT members at your firm):

☐ Yes ☐ No

Section 9: Declaration and confirmation:

In signing this form:

	Tick
I confirm that the information in this form is accurate and complete to the best of my knowledge and belief	☐
I understand that APPT will make such enquiries and seek such further information from third parties as lawful and appropriate in the course of verifying the information given in this form	☐
I will notify APPT as soon as reasonably practicable if any information provided in Sections 4 and 5 changes by email to secretariat@appt.org.uk	☐
I agree to comply with Standards for Professional Trustees of Occupational Pension Schemes as maintained by the APPT	☐
Do you intend to accept or continue any sole trusteeship appointments in the coming year?	☐
If ticked 'Yes' above, please confirm: That you are aware of the Code of Practice for Professional Corporate Sole Trustees (PCST)	☐
My firm complies with Schedule 3 of the Professional Standards and the APPT Code of Practice	Yes ☐ No ☐

Signature: An electronic signature is acceptable	Date completed:

Data protection

The information you provide will be processed, protected and stored in accordance with our Data Protection Policy (see www.appt.org.uk) and the Privacy Notice found in the Guidance on application paper that accompanied this form.

The information you provide will be used by the Association (APPT) or its approved agents for accreditation, administrative and membership purposes or as required by law. We will use your information to keep you up-to-date with events, news and developments in the industry, via email, post and telephone, as appropriate.

We do not sell lists of our members but may pass details on to regulators and third parties with whom APPT works closely.

The APPT also produces lists of members on the public area of the APPT website. If you do not wish your contact details to appear on the website please tick the relevant box below:

☐ I do not wish to have my name and contact details appear on the APPT website on lists of APPT members.

Issued: April 2026

Association of Professional Pension Trustees Limited

First Floor (129), 40 Gracechurch Street, London EC3V 0BT

Registered in England and Wales as a company limited by guarantee. Registered number 08203400.