

Cash equivalent payment extensions

Application form for trustees

Specimen document

Please complete this form in **CAPITALS**. Applications are to be made by the trustees. If you are applying on behalf of the pension scheme trustees, please attach a letter from them confirming that you are doing so. If there is not enough space for your answers, please continue on a separate sheet. Please also give us any other information that you feel would support your application. If you have any questions about completing this form, please contact your adviser or the Pensions Regulator.

Full scheme name				

Scheme details <small>(Please tick as appropriate)</small>				
Type of scheme	<input type="checkbox"/> Defined benefit	<input type="checkbox"/> Defined contribution	<input type="checkbox"/> Hybrid/Mixed benefit	<input type="checkbox"/> SSAS
Status of scheme	<input type="checkbox"/> Open	<input type="checkbox"/> Closed Date: <input type="text"/>	<input type="checkbox"/> Frozen Date: <input type="text"/>	<input type="checkbox"/> Winding up Date: <input type="text"/>
Membership	Active =	Deferred =	Pensioner =	Total =
Size of fund	£		Date of valuation	

Scheme advisers				
	Type	Name	Date of appointment	Company/firm and address
1.	Actuary			
2.	Auditor			
3.	Legal			
4.	Administrator			

Employer details	
Single or multi-employer scheme?	
Name of principal employer	
Address	
Nature of business	
Number of employees	
Any other employers?	
Company registration number for principal employer	

The Pensions Regulator board may only allow an extension to the time period on one of the grounds set out in regulation 13 of The Occupational Pension Schemes (Transfer Values) Regulations 1996 (SI 1996/1847)). Please indicate on which of these grounds you are making your application.

- The scheme is being wound up or is about to be wound up.
- The scheme is ceasing to be a contracted-out scheme.
- The interests of the members of the scheme generally will be prejudiced if the trustees do what is needed to carry out what is required within that period.
- The member has not taken all such steps as the trustees can reasonably expect in order to satisfy them of any matter which falls to be established before they can properly carry out what the member requires.
- The trustees have not been provided with such information as they reasonably require properly to carry out what the member requires.
- The member's cash equivalent has been reduced or increased under regulation 9 of SI 1996/1847 or the member has disputed the amount of the cash equivalent.
- The scheme has ceased to contract out and is subject to continuing financial supervision by NISPI (formerly COEG).

I attach the following:

- Evidence to support the above ground(s) (ie copies of trustees' minutes, actuarial advice, legal advice or any other documentation)
- A copy of each member's written request for payment of their cash equivalent
- For salary-related (defined benefit) schemes, a copy of each member's statement of entitlement
- A covering letter setting out the circumstances leading up to the trustees making this application and:
- why it is impossible or inappropriate, in the trustees' opinion, to pay the cash equivalent(s)
 - why it is necessary for the extension to time to be for the period set out below
 - what steps are being taken to ensure that CETVs are paid as swiftly as possible

I wish to apply to the Pensions Regulator for an extension to the time period during which the trustees are legally required to pay a cash equivalent in respect of the member(s) named overleaf.

Date that the trustees wish the extension to run until (not normally exceeding six months).

