

Scheme Return 2018

Public Service Pension Schemes

Changes made from scheme return 2017 for Public Service Pension Schemes:

Part 2 – Scheme details:

Q4.1 – Membership details: more recent details

Q5 – New question for record keeping

(subsequent questions have been re-numbered)

Part 1: Contact details

1 Contact Name, address, telephone and email

1.1 Scheme return contact details

Details of the person the regulator should contact if there are questions about this scheme return

Title

First name(s)

Surname

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Telephone number

Email address

Part 1: Contact details

1 Contact Name, address, telephone and email (continued)

1.2 Pension tracing service contact

Details of the person the scheme would like to be used when individuals make use of the Pension Tracing Service (optional completion).

Title

First name(s)

Surname

Correspondence address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

Country

Telephone number

Email address

1.3 Consent to electronic service

The regulator would like to deliver documents by email wherever possible.

If you consent to this, please tick the box. If you do not consent, leave the box unticked.

By ticking this box, I confirm that I am authorised to indicate on behalf of the trustees/managers of the scheme, and/or others receiving notices, notifications and other documents on their behalf, their willingness to receive notices, notifications and other documents electronically from the regulator at the email address that I have entered/confirmed for them.

Part 2: Scheme details

2 Scheme name and address

2.1 Full name of scheme

2.2 Address of scheme

Address

Line 1	
Line 2	
Line 3	
Line 4	
Line 5	

Postcode

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Country

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3 Scheme status and HMRC reference

3.1 What is the current status of the scheme?

Tick one box only and provide the relevant date.

Some schemes have more than one benefit structure, each of which may have differing statuses. In this situation, please state the overall scheme status in the following priority order:

1. Open
2. Closed
3. Paid up
4. Winding up
5. Wound up

For example, a scheme has a defined contribution and defined benefit element. The defined benefit element is open, and the defined contribution element is closed. The status should therefore be provided as open.

- Open to new members**
Date open

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
- Closed to new members**
Date closed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
- Paid up (no further contributions)**
Date paid

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
- Winding up**
Date winding up commenced

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
- Wound up**
Date winding up completed

D	D	M	M	Y	Y	Y	Y
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3.2 Scheme year-end date

D	D	M	M
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Date scheme year-end became applicable

D	D	M	M	Y	Y	Y	Y
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3.3 HMRC Pension Scheme Tax Reference

(An example reference number is: 00123456RL)

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4 Membership details

4.1 Membership – 1 April 2016 to 31 March 2017

Complete this table with the number of members* in the pension scheme for each of the categories given below. These should be as at the scheme year-end between 1 April 2016 and 31 March 2017. Only count each member once, as defined in section 124 of the Pensions Act 1995.

	Whole scheme membership	
Active members	<input type="text"/>	
Deferred members	<input type="text"/>	
Pensioner members	<input type="text"/>	
Total members	<input type="text"/>	<input type="text"/>

Priority for apportioning members is:

1. Active member
2. Deferred member **
3. Pensioner member

Date applicable for the above figures

D	D	M	M	Y	Y	Y	Y
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For example, if a member has both an active and a deferred member record, only count them once as an active member.

* Exclude any death benefit only members, dependants (spouses and children) and annuitants where the annuity has been bought in the name of the member.

** Pension credit members, where applicable, should be counted as deferred members.

5 Record keeping

These questions relate to the quality of your scheme data, as assessed within the last three years.

Common data

- 5.1 When did you last measure your common data?
- Not measured in the last three years
- 5.2 What percentage of this data have you assessed to be present and accurate? %
- Not available

Key scheme-specific ('conditional') data

- 5.3 When did you last measure your key scheme-specific ('conditional') data?
- Not measured in the last three years
- 5.4 What percentage of this data have you assessed to be present and accurate? %
- Not available

Part 3: Scheme governance

This section is about governance. You may be required to supply documentary proof of the appointment at a later date.

6 Governance details	
Manager of the scheme	
6.1	Role or organisation name <input type="text"/>
6.2	Correspondence address for the manager of the scheme
	Address
	Line 1 <input type="text"/>
	Line 2 <input type="text"/>
	Line 3 <input type="text"/>
	Line 4 <input type="text"/>
	Line 5 <input type="text"/>
	Postcode <input type="text"/>
	Country <input type="text"/>
	Telephone number <input type="text"/>
	Email address <input type="text"/>
6.3	Give details of all the pension board members for this scheme Photocopy section 6 as many times as necessary. Make sure you number each sheet. 1 of 3 for example.
	Pension board members <input type="text"/> of <input type="text"/>
6.4	Details of pension board member
	Title <input type="text"/>
	First name(s) <input type="text"/>
	Surname <input type="text"/>
	Address
	Line 1 <input type="text"/>
	Line 2 <input type="text"/>
	Line 3 <input type="text"/>
	Line 4 <input type="text"/>
	Line 5 <input type="text"/>
	Postcode <input type="text"/>
	Country <input type="text"/>
	Telephone number <input type="text"/>
	Email address <input type="text"/>
	Who does the board member represent? <input type="radio"/> Member <input type="radio"/> Employer <input type="radio"/> Independent <input type="radio"/> Other
	Is this the chair of the pension board? <input type="radio"/> Yes <input type="radio"/> No

Part 4: Employer details

7 Participating employer

Participating employer details

A participating employer is any employer whose employees participate in the scheme

Give details of all the participating employers for this scheme.
Photocopy section 7 as many times as necessary. Make sure you
number each sheet. 1 of 3 for example.

Participating employer

of

7.1 Participating employer's name in full

7.2 Participating employer's registered address

Address

Postcode

Country

7.3 Organisation type

- Private limited company
- Public limited company
- Limited liability partnership
- Partnership
- Sole trader
- Registered charity
- College or education institution
- Overseas company
- Government / public body
- Other

7.4 Employer status

Please provide the current status of this employer.

If the exact status is not available, please select the option which most accurately reflects the current status of the employer.

- Active
- Active (proposal to strike off)
- Dormant
- Liquidated or dissolved
- In administration
- In liquidation
- In receivership
- Company voluntary arrangement

Effective date

If you are unsure of the effective date of the current status you may find it using the search facility on the Companies House website

Participating employer continued

7.5 Employer contact

Please provide an email address for the pensions contact at this employer. A group mailbox (e.g. 'pensions@company.com', or 'finance@company.com') is preferred over an individual's name (due to the transient nature of employees within the workplace).

7.6 Employer identifiers

Companies House number

Registered charity number

Employer Pension Scheme Reference (EPSR)

Part 5: Advisers and service providers

8 Insurance company details

- 8.1 Is there an insurance company for the scheme?
- No - go to question 9
- Yes - give details below

Give details of all the insurance companies for this scheme. Photocopy section 8 as many times as necessary. Make sure you number each sheet. 1 of 3, for example.

8.2 Insurance company details

Insurance company

of

Name of firm

The number used by the insurer to identify this scheme. This will generally be a scheme number but may well be a policy or plan number

Insurance company's reference number for the scheme (where known)

Does this insurer carry out the main administration of the scheme?

- No
- Yes

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

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Country

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Telephone number

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Email address

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9 Auditor details

9.1 Is there an auditor appointed to the scheme? No - go to question 10
 Yes - give details below

9.2

Name of firm

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country

Telephone number

Email address

EXAMPLE
SCHEME RETURN
PUBLIC SERVICE

Please note: We only require details of the MAIN administrator of the scheme. If you have stated that an insurer carries out the administration you do not need to complete this page. If not, please complete only one of the two questions below.

10 Third party administrator details

- 10.1 Is there a third party administrator appointed to the scheme? No - go to question 11 Yes - give details below

10.2 Third party administrator details

Name of firm

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

Country

Telephone number

Email address

11 In-house administrator details

- 11.1 Is there an in-house administrator appointed to the scheme? No - go to question 12 Yes - give details below

11.2 In-house administrator details

Main contact details

Title

First name(s)

Surname

Address

Line 1

Line 2

Line 3

Line 4

Line 5

Postcode

Country

Telephone number

Email address

12 Scheme manager representative's declaration

To be completed by a person authorised to represent the scheme manager

I declare that:

- I am authorised to submit the scheme return on behalf of the scheme manager
- The scheme manager is aware of the information supplied on this form
- The information supplied on this form is true and correct to the best of my knowledge

Title

First name(s)

Surname

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Please be aware that it is a criminal offence under section 195 of the Pensions Act 2004 to knowingly or recklessly supply false or misleading information on this form.