

Exchange: Example scheme return 2022

Defined contribution (DC) schemes

Updates for 2022

Part 2, question 4: More recent scheme membership details required



Please do not complete this document.

This is an example of the questions in the scheme return and has been created for illustrative purposes only.

Part 1: Contact details

1 Contact name, address, telephone and email

1.1 Scheme return contact details

Details of the person The Pensions Regulator (TPR) should contact if there are questions about this scheme return.

Title

First name(s)

Surname

Correspondence address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address 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

1.2 Levy contact details

Details of the person TPR should contact with regard to the levy.

Title

First name(s)

Surname

Correspondence address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Telephone number

TPR is sending out electronic levy invoices. It is important that you provide a valid email address for the levy contact who will receive your levy e-invoice.

Email address

1.3 Pension Tracing Service contact

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

Title	<input type="text"/>
First name(s)	<input type="text"/>
Surname	<input type="text"/>
Correspondence address	
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Address Line 5	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

1.4 Consent to electronic service

TPR would like to deliver documents by email wherever possible. If you consent to this, please tick the box below. 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 TPR 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

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

2.3 Billing address

If you would like us to send your levy invoices to an address different from the one above, please provide a billing address.

Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Address Line 5	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country	<input type="text"/>

2.4 Registration and approval details: HMRC Pension Scheme Tax Reference

(An example reference number is: 00123456RL)

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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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3 Scheme status

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 (DD/MM/YYYY):

<input type="text"/>	<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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Closed to new members

Date closed (DD/MM/YYYY):

<input type="text"/>	<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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Paid up (no further contributions)

Date paid up (DD/MM/YYYY):

<input type="text"/>	<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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Winding up

Date winding up commenced (DD/MM/YYYY):

<input type="text"/>	<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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Wound up

Date winding up completed (DD/MM/YYYY):

<input type="text"/>	<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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3.2 Scheme year-end date

DD/MM

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date scheme year-end became applicable

DD/MM/YYYY

<input type="text"/>	<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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4 Membership details

4.1 Membership: 1 April 2020 to 31 March 2021

Add the number of members in the pension scheme for each of the categories given to each of the relevant boxes. These should be as at the scheme year-end between 1 April 2020 and 31 March 2021. Only count each member once, as defined in section 124 of the Pensions Act 1995.

Priority for apportioning members is:

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

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

Active members

Deferred members

Pensioner members

Total members

Date of the scheme year-end applicable for the above figures (DD/MM/YYYY)

<input type="text"/>	<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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4.2 Membership: 1 April 2021 to 31 March 2022 (if available)

Add the number of members in the pension scheme for each of the categories given to each of the relevant boxes. These should be as at the scheme year-end between 1 April 2021 and 31 March 2022. Only count each member once, as defined in section 124 of the Pensions Act 1995.

Priority for apportioning members is:

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

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

Active members

Deferred members

Pensioner members

Total members

Date of the scheme year-end applicable for the above figures (DD/MM/YYYY)

<input type="text"/>	<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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4.3 Member age profiles

Please provide the number of active and deferred members which fall into each of the age groups. Please do not include any pensioner members in these figures.

	50 to 59
	60 and over

4.4 Scheme leaver details

Please provide details of any scheme leavers for the 12 month period up to the latest membership effective date given in section 4.1 or 4.2. A member is only considered to have left the scheme when their benefits are transferred out or are no longer payable by the scheme.

Have any members left the scheme during the 12 month period up to the latest scheme year end date that the most recent membership figures have been provided?

Yes No

If 'Yes', please provide the number of members leaving the scheme for the categories in the 'Number' column below.

For schemes with 12 or more members only

Please provide the financial amounts leaving the scheme in the 'Amount (£)' column below.

	Number	Amount (£)
Retired and taking benefits		
Transferred to another scheme		
Left the scheme for other reason (eg Short Service Refund, deceased etc)		
TOTAL scheme leavers		

5 Small scheme details

To be completed by schemes with 11 or fewer members only

Some small schemes are exempt from some of the requirements contained in pensions legislation. The exemptions depend on the membership of the scheme and the way in which decisions can be made by trustees. Please answer the questions below, which will assist in identifying whether the exemptions apply. Where it appears that exemptions apply, trustees should consider obtaining appropriate advice as to their remaining obligations under pensions legislation.

Please select the appropriate answer to the following statements:

5.1 Membership

This scheme has fewer than 12 members

Yes

No

5.2 Trusteeship

All members are appointed as trustees to the scheme

OR

All members are directors of the company which is the sole trustee of the scheme.

Yes

No

5.3 Decisions

The scheme's provisions provide that any decisions to be made by the trustee(s) are made by unanimous agreement of the trustees who are members of the scheme/directors of the corporate trustee who are members of the scheme (as applicable).

OR

The scheme has a trustee/corporate trustee has a director (as applicable) who is independent in relation to the scheme for the purposes of section 23 of the Pensions Act 1995 and is registered on TPR's trustee register.

Yes

No

Yes

No

6. Executive pension scheme

An Executive Pension Scheme has only one employer which is a company and which is also the sole trustee and the members of the scheme are former or current directors of the company and include at least one third current directors.

6.1 Is this scheme an Executive Pension Scheme?

Yes

No

7 Scheme assets and contributions

7.1 Total assets

Please provide the valuation of scheme assets. The scheme's Annual Report and Financial Statement will normally contain this information. This information should be as at the scheme year-end for which you have provided the latest membership details in section 4.1 or 4.2.

Market value of
scheme assets (£)

Effective date of evaluation (DD/MM/YYYY)

<input type="text"/>	<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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7.2 Total contributions

Please provide the total payment into the scheme. This should be split into employer contributions, employee contributions and transfers into the scheme. The scheme's Annual Report and Financial Statement will normally contain this information. This information should be as at the scheme year-end for which you have provided the latest membership details in section 4.1 or 4.2.

Total employer
contributions over
the year (£)

Total employee
contributions over
the year (£)

Total transfers into
the scheme over
the year (£)

Effective date of contributions (DD/MM/YYYY)

<input type="text"/>	<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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To be completed by schemes with 12 members or more only

7.3 Default investment strategy

Does your scheme use a default investment strategy?

Yes No

If 'Yes', what proportion of members are currently only invested in the default strategy? Please show the percentage as a whole number from 0 to 100.

%

7. Scheme assets and contributions continued...

Please note: Questions 7.4 and 7.5 are only required to be answered where:

1. Any of the three questions in section 5 (Small scheme details) have been answered 'No', and
2. Question 6.1 has been answered 'No'

7.4 Scheme investments

Is the scheme invested in with profits?

Yes – please go to question 7.5

No – please go to question 8

Not known – please go to question 7.5

7.5 Does (do) the with profit(s) fund(s) have any of the following features:

Guaranteed growth rates

Yes

No

Not known

If 'Yes', please state the annual percentage rate

%

Guaranteed annuity rate

Yes

No

Not known

Any other guarantee(s)

Yes

No

Not known

If 'Yes', please specify below

Are any penalties applied on surrender?

Yes

No

Not known

If 'Yes', please specify below

8 Benefit details

To be completed by schemes with 12 or more members only

Where you have pensioner members receiving benefits from the scheme, please indicate the number of pensioner members and dependants receiving benefits from the scheme as at the scheme-year-end for which you have provided the latest scheme membership details in section 4.1 or 4.2.

Do your scheme rules allow for any of the following at the time a member's or dependant's benefits are paid by the scheme?

8.1 Purchase of a lifetime annuity in the name of the trustees? (rather than in the name of the members)

Yes No

If 'Yes', provide the number of members currently receiving benefits on this basis

8.2 Payment of a scheme pension directly from the fund? (also known as self-annuitisation)

Yes No

If 'Yes', provide the number of members currently receiving benefits on this basis

8.3 Please provide the number of members or dependants receiving a drawdown pension directly from the scheme (rather than by transferring to another scheme)

8.4 Please provide the number of members or dependants taking an income from the scheme on any other basis (eg uncrystallised funds pension lump sum). Please give details below.

8. Benefit details continued...

Does your scheme include any of the following (even if the relevant benefits are small or historic)?

8.5 Contracted out benefits on a defined benefit basis?
(eg Guaranteed Minimum Pensions (GMPs))

Yes No

8.6 A defined benefit underpin?
(eg a scheme that will pay the greater of: (a) the annuity/pension that could be bought with their defined contribution pot, or (b) their defined benefit pension)

Yes No

8.7 A guaranteed 'pot' which is made available at or during retirement for the provision of retirement benefits?

Yes No

8.8 A guaranteed minimum income for members or dependants receiving a drawdown pension directly from the scheme?

Yes No

If you are not sure whether these benefits apply to this scheme, you should refer to scheme documents such as the trust deed and rules, member booklets and announcements, information provided to members on transfer out of the scheme, or annual benefit statements. You could also discuss with your scheme advisers.

9 Part 2 requirements – charge restrictions and notification requirements

This question is only required to be completed if the scheme is subject to Part 2 of The Occupational Pension Schemes (Charges and Governance) Regulations 2015.

Question 9.1 is only required to be answered where:

1. Any of the three questions in section 5 (Small scheme details) have been answered 'No', and
2. question 6.1 has been answered 'No', and
3. question 21.2 and/or 21.3 has been answered 'Yes'.

9.1 Has the scheme, since 6 April 2015, been compliant with the Part 2 Chapter 1 Requirements (restriction on charges and notification to service provider(s)) in the current charges year and the preceding charges year (if applicable)?

You should not select A and B but any other combination may be applicable.

Please select all that apply (You may need to select more than one):

A. The Part 2 Chapter 1 requirements apply to one or more members and have been complied with for each of those members

B. The Part 2 Chapter 1 requirements apply to one or more members and have not been complied with for one or more of those members

C. One or more members do not fall into either category A or B because:

The scheme has used the adjustment measure in relation to one or more default arrangements in which such members' contributions are invested (although charges for non-contributing members are no higher than for contributing members, and permissible charging structures are used)

The scheme has not yet completed its first charges year (although charges for non-contributing members are no higher than for contributing members, and permissible charging structures are used)

All relevant contributions allocated to the arrangement relate to members who have expressed a choice as to where those contributions are allocated, and the arrangement has not at any relevant time received contributions relating to 80% or more of their employer's contributing members (although charges for non-contributing members are no higher than for contributing members)

9.1 Has the scheme, since 6 April 2015, been compliant with the Part 2 Chapter 1 Requirements (restriction on charges and notification to service provider(s)) in the current charges year and the preceding charges year (if applicable)? continued...

The member's funds are invested in one or more arrangements that are not default arrangements subject to the restrictions on charges.

Please select all that apply (you may need to select more than one):

because the arrangement provides for a third-party promise (although charges for non-contributing members are no higher than for contributing members)

because their employer has not reached its staging date

because no contributions in respect of that member have been allocated to those arrangements since the later of 6 April 2015 and their employer's staging date

for any other reason (Please give details below, maximum 250 characters)

Such members are not subject to the charge restrictions for any other reasons (Please give details below, maximum 250 characters)

Part 2 requirements – charge restrictions and notification requirements continued...

Question 9.2 is only required to be answered where:

1. any of the three questions in section 5 (Small scheme details) have been answered 'No', and
2. question 6.1 has been answered 'No'.

9.2 Has the scheme, since 1st October 2017, been compliant with the Part 2 Chapter 2 Requirements (restriction on early exit charges)?

You should select A or B:

A. The Part 2 Chapter 2 requirements apply to one or more members and have been complied with for each of those members

B. The Part 2 Chapter 1 requirements apply to one or more members and have not been complied with for one or more of those members

Please select all that apply (you may need to select both):

who joined the scheme before 1 October 2017

who joined the scheme on or after 1 October 2017

10 Statement by the chair of trustees

This question is only required to be completed if the scheme is subject to Regulation 23 of the Occupational Pension Schemes (Scheme Administration) Regulations 1996 which came into force on 6 April 2015.

The law requires trustee boards of relevant schemes to prepare an annual chair's statement within seven months of the end of each scheme year. In this statement, trustee boards must describe and explain how they have met certain legislative governance standards, as set out in regulation 23 of the Occupational Pension Schemes (Scheme Administration) Regulations 1996.

The statement must be signed by the chair. If the statement cannot be signed by the chair because the chair ceased to hold office less than three months before the statement is signed, and there is no current chair, you should ask a deputy or acting chair to sign the statement.

The first chair's statement must be produced relating to the scheme year ending on or after 6 July 2015. If the scheme year-end was within the three months following 6 April 2015, trustees are required to include reporting on the period 6 April 2015 – 5 July 2015 within the statement for the following year.

This question is only required to be answered where:

1. any of the three questions in section 5 (Small scheme details) have been answered 'No', and
2. question 6.1 has been answered 'No'.

10.1 Has a statement been prepared, signed by the chair of trustees, which meets the requirements set out in Regulation 23 of the Occupational Pension Scheme (Scheme Administration) Regulations 1996?

Yes

No

Warning

If the deadline for preparing a chair's statement has passed and you have confirmed that a chair's statement has not been prepared, we have to fine you. The amount of the fine will be between £500 and £2,000. It is against the law to give incorrect or misleading information, so if you don't know whether a statement has been prepared, you will need to find out before answering this question.

11 Record-keeping

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

Common data

11.1 When did you last measure your common data?

(MM/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Not measured in the last three years

11.2 What percentage of this data have you assessed to be present and accurate?

 %

Not available

Scheme-specific ('conditional') data

11.3 When did you last measure your scheme-specific ('conditional') data?

(MM/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Not measured in the last three years

11.4 What percentage of this data have you assessed to be present and accurate?

 %

Not available

Part 3: Scheme trustees, trustee advisers and service providers

This section is about trustees, advisers and service providers that are appointed to the scheme. You may be required to supply documentary proof of the appointment at a later date.

12 Trustee details

- 12.1 Is the scheme written under trust?**
- Yes – please give details below
- No – please go to question 13

Trustees/managers are required by law from 6 April 2015 (unless certain exclusions apply) to appoint a chair of trustees (which may be a director of a corporate trustee where the trustee is not a professional trustee body) to your scheme.

- 12.2 Is the scheme exempt from the requirement under the Occupational Pension Schemes (Charges and Governance) Regulations 2015 to have a Chair of trustees?**
- Yes No

12.3 Type of trustee

Give details of all the trustees for this scheme.

- | | |
|---|--|
| <input type="checkbox"/> Corporate trustee (non-professional) | <input type="checkbox"/> Principal or participating employer trustee |
| <input type="checkbox"/> Statutory independent trustee | <input type="checkbox"/> Employer-appointed trustee |
| <input type="checkbox"/> Appointed by the regulator trustee | <input type="checkbox"/> Pensioner trustee |
| <input type="checkbox"/> Member-nominated trustee | <input type="checkbox"/> Other |

- Is this trustee a professional trustee?**
- Yes No

- Where the trustee is a corporate trustee, are any of the directors a professional trustee?**
- Yes No

- Is this the chair of trustees?**
- Yes No

- Is this the nominated contact for the trustees?**
- Yes No

Please note:

We only expect one trustee to either be the chair or nominated contact.

12.4 Details of individual trustee

Title

First name/s

Surname

12.5 Details of corporate trustee

Name as stated on trust deed

Please provide your Companies House Number – also referred to as a CHR number (If you are unsure of the Companies House Number you may find it by using the search facility on Companies House website: www.gov.uk/government/organisations/companies-house)

Companies House number**12.6 Correspondence address for this trustee**

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Trustee contact details

Telephone number

Email address

12.7 Trustee contact details (Individual)
Named contact

Title	<input style="width: 100%; height: 25px;" type="text"/>
First name/s	<input style="width: 100%; height: 25px;" type="text"/>
Surname	<input style="width: 100%; height: 25px;" type="text"/>
Named contact's direct telephone number	<input style="width: 100%; height: 25px;" type="text"/>
Named contact's direct email address	<input style="width: 100%; height: 25px;" type="text"/>

12.8 Chair of board

Where you are required by law from 6 April 2015 to appoint a chair, you must enter the details of the chair. Where the new law does not apply to this scheme, you may enter the details of the named contact or the chair of the board of directors.

Title	<input style="width: 100%; height: 25px;" type="text"/>
First name/s	<input style="width: 100%; height: 25px;" type="text"/>
Surname	<input style="width: 100%; height: 25px;" type="text"/>
Direct telephone number	<input style="width: 100%; height: 25px;" type="text"/>
Individual's email address	<input style="width: 100%; height: 25px;" type="text"/>

13 Insurance company details

13.1 Is there an insurance company for the scheme?

Yes – please give details below

No – please go to question 14

Give details of all the insurance companies for this scheme.

13.2 Insurance company details

Name of insurer

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Insurance company's reference number for the scheme

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

Yes – please go to question 16

No – please go to question 14

**13.4 Contact details:
Named individual contact**

Title

First name/s

Surname

Direct telephone number

Individual's email address

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 one of the two questions below.

14 Third party administrator details

- 14.1 Is there a third party administrator appointed to the scheme? Yes – please give details below
- No – please go to question 15

14.2 Third party administrator details

Name of firm

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

14.3 Contact details: Named individual contact

Title

First name/s

Surname

Direct telephone number

Individual's email address

15 In-house administrator details

15.1 Is there an in-house administrator appointed to the scheme?

Yes – please give details below

No – please go to question 16

In-house administrator details

Name of firm

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

15.2 Contact details:

Named individual contact

Title

First name/s

Surname

Direct telephone number

Individual's email address

16 Fund manager details

16.1 Is there a fund manager for the scheme?

Yes – please give details below

No – please go to question 17

Give details of all the fund managers for this scheme.

16.2 Fund manager details

Name of firm

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Telephone number

Email address

17 Investment adviser details

17.1 Is there an investment adviser for the scheme?

Yes – please give details below

No – please go to question 18

Give details of all the investment advisers for this scheme.

17.2 Investment adviser details

Name of firm

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

Telephone number

Email address

Part 4: Employer details

This section is about current employers

18 Principal employer

18.1 Principal employer details

The principal employer is the employer named in the Trust Deed and Rules of the scheme as having special powers such as the power to appoint trustees, amend the scheme rules, or wind the scheme up.

Principal employer's
name in full

18.2 Principal employer's registered address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

18.3 Organisation type

Private limited company

Registered charity

Public limited company

College or education institution

Limited liability partnership

Overseas company

Partnership

Other

Sole trader

18.4 Trading status

<input type="checkbox"/>	Active	<input type="checkbox"/>	In administration
<input type="checkbox"/>	Active (proposal to strike off)	<input type="checkbox"/>	In liquidation
<input type="checkbox"/>	Dormant	<input type="checkbox"/>	In receivership
<input type="checkbox"/>	Liquidated or dissolved	<input type="checkbox"/>	Company voluntary arrangement (CVA)

18.5 Contact details

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

Email address

18.6 Employer identifiers

Companies House
registration number
(where available)

Registered
charity number
(where applicable)

The next question is only required to be completed where there is more than one employer participating in the scheme:

Employer Pension
Scheme Reference
(allocated by the scheme)

19 Other participating employers

19.1 Please provide details of all other participating employers here

The definition of 'employer' in relation to that scheme/section is set out in Section 318 of the Pensions Act 2004 and regulations made thereunder.

Participating employer's
name in full

19.2 Participating employer's registered address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Country

19.3 Organisation status

Private limited company

Registered charity

Public limited company

College or education institution

Limited liability partnership

Overseas company

Partnership

Other

Sole trader

19.4 Trading status

Active

In administration

Active (proposal to strike off)

In liquidation

Dormant

In receivership

Liquidated or dissolved

Company voluntary arrangement (CVA)

19.5 Contact details

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

Email address

19.6 Employer identifiers

Companies House
registration number
(where available)

Registered
charity number
(where applicable)

The next question is only required to be completed where there is more than one employer participating in the scheme:

Employer Pension
Scheme Reference
(allocated by the scheme)

20 Employer relationship

20.1 Is the scheme intended for use by one employer or more than one employer?

Select 'More than one employer' where the intention is that the scheme will be made available to more than one employer even if only one employer is currently using the scheme.

One employer –
Please go to question 21

More than one employer –
Please go to question 20.2

20.2 Is the scheme intended for use by only employers that are part of the same corporate group or structure?

Yes – Please go to question 21

No – Please go to question 20.3

Select 'Yes' only where the employers for whom the scheme is designed are connected to each other, for example, holding company and subsidiary; shared parent company.

20.3 Does each employer have a trustee on the trustee board?

Yes – Please go to question 21

No – Please go to question 20.4

20.4 Are all employers part of a similar industry, profession or affinity organisation?

Yes – Please go to question 21

No – Please go to question 21

21 Automatic enrolment/qualifying scheme

By law all employers will have to put their staff who meet certain conditions into a pension scheme over the next few years. The biggest employers started doing this in October 2012. This is called 'automatic enrolment'. All employers have a staging date which is the date from which they must enrol eligible staff into a pension scheme in accordance with their duties under the Pensions Act 2008.

- 21.1 Have any of the employers that use this scheme passed their automatic enrolment staging date?**
- Yes – Please go to question 21.2
- No – End of questions
- 21.2 Has any employer used this scheme on or after 6 April 2015 to meet their automatic enrolment duties in respect of any staff who were automatically enrolled or opted into the scheme?**
- Yes – Please go to question 21.3
- No – Please go to question 21.3

The question below relates to employers using the scheme to meet their employer duties for staff who were already in the scheme when the staff became eligible jobholders. It does not relate to employers using the scheme to automatically enrol staff who were not already in the scheme.

- 21.3 Has any employer used this scheme on or after 6 April 2015 to meet their employer duties in respect of any staff who did not have to be automatically enrolled or given the opportunity to opt in because they were existing members of the scheme?**
- Yes No

How to contact us

Napier House
Trafalgar Place
Brighton
BN1 4DW

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Exchange: Example scheme return 2022 DC schemes

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