The Pensions Regulator

Making workplace pensions work

Master trust authorisation

Significant event notification form

December 2018

Master trusts: notifying us of a significant event

For guidance on notifying us of a significant event, see: **www.tpr.gov.uk/master-trust-pension-schemes/significant-event-duties-for-master-trusts**.

You must notify us of a significant event as soon as reasonably practicable once you are aware of it. This normally means within five working days of becoming aware of an event but the schedule is shorter for some events as detailed in our Code of Practice no.15: Authorisation and supervision of master trusts.

Please send us information about the significant event using this form. If there are multiple significant events and they are all related, you should notify us of the related events within one form, but if there are multiple significant events and they are not related, you should notify us of each event separately.

Please complete all relevant sections of the form in full, and ensure any additional documentation/information not included with the original notification is sent to us within 10 working days. If you later receive documents that you did not have sight of at the time of notification, please follow up by sending those to us too. You can submit such documents to the same email address at: **MasterTrustSupervision@tpr.gov.uk**.

If the notification form or additional documents contain any sensitive personal information, you may wish to protect them with a password and email the password to us separately.

If you are only notifying us about a significant event and do not have responsibility for resolving it, please fill in the contact details in the section headed 'Contact details (decision-maker, if different from above)'.

This form is interactive so can either be:

- completed electronically and emailed to your supervisor, or
- printed, completed by hand (please use block capitals) and posted to: **Master Trust Supervision, The Pensions Regulator, Telecom House, 125-135 Preston Road, Brighton BN1 6AF**

Please note

We will use the information provided in exercising our functions and may contact you for further information. You are also advised to keep a copy of the completed form for your records.

Your details

Your name	
Email address	

Scheme details

Master trust name	
Pension Scheme Registration number	

Significant events

The Occupational Pension Schemes (Master Trusts) Regulations 2018 list the following as significant events. Please tick the ones that are applicable to your notification.

A	A change or addition to the fit and proper persons involved with the scheme, unless the change or addition is a triggering event.	☐
B	An individual who is involved with the scheme or has been suspended while their appointment is being considered: 1. is convicted of an offence 2. enters bankruptcy 3. has a County Court judgment registered, or in Scotland a decree of the Sheriff Court issued, against him or her 4. is sanctioned by a regulator other than TPR 5. is disqualified as a company director 6. has been the subject of an adverse judgment or has reached a settlement in civil proceedings, particularly in connection with investment or other financial business, misconduct, fraud or the formation or management of a body corporate 7. has contravened any of the requirements or standards of a regulator, including TPR 8. has a change of circumstances, through ill health or otherwise, which materially impairs the individual's ability to operate in a capacity listed in section 7(2) or (3) of the Pension Schemes Act 2017 9. has any other change of circumstances which the person required to give notice considers likely to affect TPR's assessment under section 7 of the Act of whether the individual is a fit and proper person	☐

C	A significant change to the statement of investment principles.	☐
D	A change that requires revision of the business plan under section 9(4) of the Act.	☐
E	A failure to meet a key milestone, target, estimate or assumption in the business plan.	☐
F	The scheme is unable or unlikely to meet its liabilities on demand.	☐
G	The scheme is unable or unlikely to meet the level of assets or liquidity agreed with TPR and set out in the business plan.	☐
H	A change to the financial reporting period to be used in the accounts of the scheme or scheme funder, except where regulation 28(1) applies to a scheme.	☐
I	A change in the financial information which a scheme funder has supplied to TPR with an application for exemption under regulation 8(1).	☐
J	A failure of the systems or processes used in running the scheme which has a significant adverse effect on the security or quality of data or on service delivery.	☐
K	A significant change to the systems and processes used in running the scheme, or in any person responsible for delivering key services to the scheme.	☐
L	An investigation of the scheme, or of a person involved in the scheme, by a regulator or other competent authority inside or outside the United Kingdom.	☐

Please complete the sections below using our online guidance, based on the significant event you selected. If you are notifying us of related significant events, please also provide all relevant information for those events.

1. Date of significant event (or the planned event) (dd/mm/yy)	
2. Date you became aware of the significant event (dd/mm/yy)	

3. Nature of the significant event.

4. Implication or impact of the significant event.
You should quantify the impact where possible.

5. Underlying cause of the significant event, if known at this stage.
If not, you should answer 'TBC'.

6 Who is responsible for the occurrence of the significant event?
If this is currently unclear, you should answer 'TBC'.

7. Please provide details of any response or action taken or planned to address this significant event. If your action plan is not yet developed, you should answer 'TBC'.

8. Timing of the above remedial action, and whether this action is already completed or is planned.

9. If you have not notified us of the significant event within the expected timescale, please provide an explanation as to why this is the case.

Notification on behalf of other scheme trustees, scheme funders or scheme strategists

We encourage all scheme trustees, scheme funders or scheme strategists (where applicable) to notify us of a significant event in one form. Please confirm below on whose behalf you are making the notification.

Name	Role in relation to scheme

Declaration

Please tick to confirm:

that the information you have provided is true and correct to the best of your knowledge and belief	☐
that you understand that providing us with false or misleading information may affect your authorisation status	☐

Contact details for person making notification	
Full name	
Role in relation to scheme	Scheme trustee ☐ Scheme funder ☐ Scheme strategist ☐ Other (Please specify)
Role within your organisation	
Organisation name	
Contact address including postcode	
Contact email address	
Contact telephone number	
Date form completed (dd/mm/yy)	

Contact details (decision-maker if different from person making notification)	
Full name	
Role in relation to scheme	Scheme trustee ☐ Scheme funder ☐ Scheme strategist ☐ Other (Please specify)
Role within the organisation	
Organisation name	
Contact address including postcode	
Contact email address	
Contact telephone number	

Data protection statement

The Pensions Regulator (TPR) is a data controller for the purposes of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We process personal data held by us for the purpose of the exercise of any of our statutory functions and objectives. We may also process personal data under other legislation such as the Fraud Act. This includes, for the avoidance of doubt, taking regulatory or enforcement action for breaches of any of this legislation.

We will only store your personal data for as long as our retention schedule allows. During this time, you may be able to exercise certain rights in relation to your personal data such as the right to access, objection and data portability. If you feel that we have handled your personal data in a manner inconsistent with your rights, you may lodge a complaint with the Information Commissioner's Office (ICO).

If you have any questions about how we handle your personal data please contact our Data Protection Officer (DPO) by email at: **dpa@tpr.gov.uk** or write to us at Telecom House, 125-135 Preston Road Brighton, BN1 6AF. Further information on how your personal data is used, kept secure and your rights can be found by reading our **privacy notice**.

Any information, including any third party data, supplied to TPR may be used (including further disclosure) in connection with any of our statutory functions. TPR may check information it receives about you with what it already holds on its records. This includes information that you have provided as well as that given by others, such as government departments. We will not give information to anyone outside TPR unless the law allows us to do so.

How to contact us

Telecom House
125-135 Preston Road
Brighton
BN1 6AF

www.tpr.gov.uk

www.trusteetoolkit.com
Free online learning for trustees

The Pensions Regulator

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