



# Application Form to Join GMPF - Academies

**AF2**  
Version 3

**PART A – To be completed by the prospective academy**

**Please use BLACK INK ONLY**

\*For the purposes of this form Academies also refers to free schools\*

**1. Information about the academy**

*Please fill in this part in all cases*

- 1.1 Name of the academy:
- 1.2 Name of the academy trust:
- 1.3 Company registration number:
- 1.4 The full postal address:
- 1.5 General e-mail address
- 1.6 LEA within which it will operate
- 1.7 The date from which the academy will begin to operate (*Please note, if this date changes you must inform GMPF immediately and you may be charged for any rework incurred*)
- 1.8 Is there an existing school that is converting to become this academy? Yes  No
- 1.9 If the answer to 1.8 is 'Yes', please give the name of the school
- 1.10 Are the employees of the school currently employed by the Local Authority? Yes  No (*by the governing body*)

**2. Contact details for the person making this application**

*Please fill in this part in all cases*

- 2.1 Contact name:
- 2.2 Job title:
- 2.3 E-mail address:
- 2.4 Telephone number:

**3. Information about the academy's pension function**

*Please fill in this part in all cases*

- 3.1 Please state who will be carrying out the academy's pension function and provide a contact name, e-mail address and telephone number if different to those details given in section 2 above:

- The academy / trust (*please delete as required*)
- The local authority pensions section
- Other

Contact name:

E-mail address:

Telephone no.:

- 3.2 Please tick here to confirm that you understand that as an employer, the organisation and the main pension administrator will be required to adhere to the LGPS Regulations and GMPF procedures including the Pension Administration Strategy.

3.3 If the main administrator named in 3.1 is not the academy itself, do you authorise that third party to have access to the academy's pension records held by GMPF?

Yes  No

## 4. Accounting information

Please fill in this part in all cases

4.1 Does the academy have to show pension costs in its accounts using FRS102 or IAS19?

FRS102  IAS 19  Other  \_\_\_\_\_

4.2 On what date does the academy's accounting year end?

\_\_ / \_\_ / \_\_\_\_

4.3 On what date will the academy's first accounts be due?

\_\_ / \_\_ / \_\_\_\_

## **PART B – To be completed by the prospective academy AND any ceding employer where relevant**

## 5. Pension costs

Please fill in this part in all cases

5.1 Please state how the academy's pension costs will be managed.

- Stand alone employer
- Pooled with the local authority
- Pooled with our other GMPF employers **named below** that are already in our trust:

## 6. Transfer Information

Please fill in this part in all cases

6.1 Will employees transfer to the academy?

- Yes, from the governing body (Please also complete 6.2 and 6.4)
- Yes, from the local authority (Please also complete 6.3 and 6.4)
- No, this is a brand new academy and not a school that has converted to academy status (Please go to section 7)

6.2 If the employees are transferring from a governing body and the school is already established as a separate employer in GMPF, please confirm that all the current assets and liabilities belonging to the governing body will transfer to the academy?

- Yes  No

6.3 If employees are transferring from the local authority, please state the funding position that has been agreed between the academy and the local authority.

- Fully Funded  Funded assuming the liabilities remaining with the local authority are fully funded
- Funded in line with the solvency of the local authority  Other (please give details)
- \_\_\_\_\_

6.4 If employees are to transfer to the academy, please tick here to confirm that you have completed the GMPF template spreadsheet in the required format with details of the employees and that the ceding employer has also checked and confirmed that this list is correct.

## 7. Declaration and authority

Please fill in this part IN ALL CASES, then return to GMPF

**PLEASE NOTE – BOTH THE ACADEMY AND CEDING EMPLOYER MUST SIGN THIS APPLICATION FORM. THE ONLY EXCEPTION BEING IF THE APPLICATION IS FROM A BRAND NEW ACADEMY THAT HAS NOT ENTERED INTO ANY PENSION COST POOLING ARRANGEMENTS WITH THE LOCAL AUTHORITY IN WHICH CASE A SIGNATURE FROM THE ACADEMY ONLY WILL BE ACCEPTED.**

### To be completed by the academy

I confirm that I am the person authorised to make this application on behalf of the academy.

Name:

Signature:

Position:

Employer:

Email:

Tel No.:

Date:

### To be completed by the ceding employer

I confirm that I have reviewed the completed application form and have agreed to the decisions stated. I also confirm that I am the person authorised to do this on behalf of my employer.

Name:

Signature:

Position:

Employer:

Email:

Tel No.:

Date:

## Application Form to Join GMPF for Academies – Checklist

- I have read and understood the booklet entitled '**Guide for Prospective Employers - A guide for employers looking to join the Greater Manchester Pension Fund**'.
- I have read and understood the document entitled '**Application information for prospective academies**'.
- I have completed all of Part A of this application form and the relevant questions in Part B.
- If employees are to transfer to the academy, I have attached a correct and complete staff transfer list that has also been certified as correct by the ceding employer.
- Where agreements are needed with the ceding employer, these have been made and the ceding employer has completed and signed the declaration in section 7.
- I understand that I need to send a scanned copy of the completed form by e-mail to GMPF. Any list of transferring employees sent by e-mail should be encrypted or sent by secure email. If this is not possible a hard copy should be sent by post and we recommend any information sent by post should be sent by special/recorded delivery to protect member data.

Please send your application by e-mail to: [ect@gmpf.org.uk](mailto:ect@gmpf.org.uk)