



**Application Form to Join the GMPF
under Schedule 2 Part 3 1 (e)
(approval to join given by the Secretary of State)**

**AF3
CRC
Version 1**

PART A – To be completed by the prospective admission body

Please use BLACK INK ONLY

1. Information about the admission body

Please fill in this part in all cases

1.1 Name:

1.2 Company type:

Trust / Charity

Limited Company, with liability limited by shares

Limited Company, with liability limited by guarantee

Community Interest Company, with liability limited by shares

Other (please specify here): _____

1.3 Registration of body:

Companies House

Charity Commission

FSA

1.4 Company / charity registration no:

1.5 The full postal address:

1.6 General e-mail address:

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 admission body's pension function

Please fill in this part in all cases

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

The admission body

The CRC

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 admission body, do you authorise that third party to have access to the employee's pension records held by GMPF?

Yes No

4. Accounting information

Please fill in this part in all cases

4.1 Does the admission body have to show pension costs in its accounts using FRS102, IAS19 or other financial reporting standard?

FRS102 IAS 19

Other _____

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

___ / ___ / ___

PART B – To be completed by the admission body AND the appropriate CRC where relevant

5. Eligibility for admission

Please fill in this part in all cases

Please note that this application is being made under Schedule 2, Part 3, paragraph 1 (e) of the LGPS 2013 Regulations and GMPF will liaise with the Secretary of State for Communities and Local Government to obtain the necessary approval for this application (please see the notes for further information).

5.1 From which CRC are the services being subcontracted:

5.2 Please confirm that the CRC is willing to be party to the admission agreement:

Yes

5.3 What is the period of the contract undertaken?

Start date

___ / ___ / ___

End date

___ / ___ / ___

5.4 Who are the parties to the contract?

5.5 On what date was the contract signed?

___ / ___ / ___

5.6 Please provide a brief description of the services to be provided:

6. Pension costs and agreements made

For information

The admission body shall be pooled with all admission bodies engaged in the provision of probation services (including all subcontractors of the services) and shall pay the pooled contribution rate.

Any additional costs in respect of early retirements of any employees (whether on the grounds of ill health or otherwise) shall be paid for by the admission body as and when they fall due.

Upon termination of the admission agreement with the GMPF, the subcontractor will be responsible for paying to the Administering Authority all outstanding employee and employer contributions, including those arising in respect of the CRC's employer specific experience as detailed in the admission agreement (referred to as Pension Related Discretionary Action). Specific costs are detailed further in the notes.

This admission agreement shall be deemed closed to new entrants except for 'Grace Period Employees' (please see the notes for definition) for a period of 12 months following 01/02/2015 - the date upon which the CRC transfers from the ownership of the Secretary of State for Justice into the ownership of the contractor.

7. Transfer Information

For information

It has been agreed that all transfers of employees from CRC's to subcontractors shall be fully funded on an ongoing valuation basis.

As part of this application, you are required to submit a completed staff list detailing the staff that will be transferring to you from the CRC.

8. Secretary of State Guarantee

For information

In order for this application to be accepted, the admission body is required to secure a guarantee from the Secretary of State for Justice.

We will liaise with the Secretary of State for Justice on your behalf to arrange putting this guarantee in place.

9. Signing of the Admission Agreement

Please fill in this part in all cases

9.1 Please state the individual who will be signing this agreement for the prospective admission body:

Name:

Job Title:

9.2 Please state the individual who will be signing this agreement for the CRC:

Name:

Job Title:

9.3 Does your organisation execute legal documents under a company seal?

Yes

No

9.4 Please confirm the date that you wish the admission agreement to be effective from:

10. Declaration and authority

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

PLEASE NOTE – WE WILL NOT ACCEPT ANY APPLICATION FORMS WHICH HAVE NOT BEEN SIGNED BY THE CRC

To be completed by the subcontractor

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

Name:

Signature:

Position:

Employer:

Email:

Tel No:

Date:

To be completed by the CRC

I confirm that I have seen this 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 the CRC.

Name:

Signature:

Position:

Employer:

Email:

Tel No:

Date:

CONTRACTOR'S CERTIFICATE

To: the Secretary of State for Justice ("the Authority")

Copy to: Tameside Metropolitan Borough Council, Administering Authority for the Greater Manchester Pension Fund ("the Administering Authority")

I, [STATE NAME], [STATE POSITION] of [STATE NAME OF CONTRACTOR] (the **Contractor**) confirm that:

- 1) "Eligible Employees" are being transferred to [STATE NAME OF SUBCONTRACTOR] (the **Subcontractor**) by way of a TUPE transfer (or a staff transfer under a staff transfer scheme made pursuant to schedule 2, paragraph 5 of the Offender Management Act 2007).
- 2) the Eligible Employees have been wholly and mainly engaged in the provision of probation services continuously while employed by the Contractor;
- 3) having made appropriate enquiries of the Subcontractor, the Eligible Employees will continue to be wholly or mainly engaged in the provision of probation services following the transfer of their employments to the Subcontractor;
- 4) the Subcontractor has agreed to:
 - (i) enter into an admission agreement with the Administering Authority in respect of the participation of the transferring Eligible Employees in the Local Government Pension Scheme (**LGPS**) for the duration of the subcontract (or until the Subcontractor ceases to employ the Eligible Employees if earlier) and the Eligible Employees, will be listed in the schedule to that admission agreement;
 - (ii) comply with the provisions of the admission agreement with the GMPF in all respects and for so long as it employs Eligible Employees;
- 5) the Contractor has entered into a contract with the Subcontractor in accordance with paragraph 4.5 of Schedule 22 of the Services Agreement (i.e. one including provisions equivalent to those in paragraphs 2 (in particular 2.1, 2.2, 2.8, 2.9, 2.10 and 2.11), 4.1 and 4.5); and
- 6) the Contractor and the Subcontractor are aware and acknowledge that:
 - (i) the SSJ Guarantee will cover all past service liabilities in respect of the Eligible Employees employed by the Subcontractor and any liabilities Eligible Employees accrue while employed by the Subcontractor; and
 - (ii) the SSJ Guarantee will not cover any liabilities Eligible Employees accrue in the LGPS once they cease to be employed by the Subcontractor or cease to satisfy the eligibility requirements; the main eligibility requirement being that the employee continues to be 'wholly or mainly engaged in the provision of probation services'.

Signed by:

Date:

Checklist

for application form to join the GMPF under Schedule 2 Part 3, 1 (e)

- 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 booklet entitled '**Application information for prospective admission bodies falling under Schedule 2 Part 3, 1 (e)**'.
- I have completed all of Part A of this application form and the relevant questions in Part B.
- I have provided a signed copy of the MOJ Contractors Certificate (Appendix A) to the Secretary of State for Justice and GMPF.
- I understand that if my form is incomplete it will be returned to me.
- As employees are to transfer to the new admission body from the CRC, I have attached a correct and complete staff transfer list that has also been certified as correct by the former employer.
- The CRC from which the service is being subcontracted has also signed the application form.
- 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