

(Schedule 2, Part 1 or Part 2 of

The Local Government Pension Scheme Regulations 2013

**Application form to join GMPF**

**New Scheme Employers**

AF1

**V3**

This application form must be completed by organisations who need to apply to join Greater Manchester Pension Fund (GMPF) to become a Schedule 2, Part 1 or Part 2 employer of The Local Government Pension Scheme (LGPS) Regulations 2013 in order to provide a LGPS pension for staff that they will employ or protect LGPS pension provision for staff that have compulsory transferred to them.

***PART A – To be completed by the prospective employer Please use BLACK INK ONLY***

**Information about the employer** *Please fill this part in all cases*

* 1. Name of the employer:

**1.**

* 1. Company registration number:
	2. Full postal address
	3. General email address
	4. LGPS Regulation category that applies
	5. The date from which the new employer will begin to operate/has resolved to join\*

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* 1. Is there an existing Fund employer involved in this application? *Yes* *No*
	2. If the answer to 1.7 is ‘Yes’, please give the name of that employer
	3. Are the employees of the new employer currently employed by that existing employer?

*Yes No*

\* Please provide a copy of your published admissions policy or the resolution you have made to designate employees

**2**. **Contact details for the person making this application** *Please fill in this part in all cases*

* 1. Contact name:
	2. Job title:
	3. Email address:
	4. Telephone number:

If different to the information given in Section 2, please use the box below to name who within your organisation will be carrying out your pension administration function.

**3. Information about the employer’s pension function** *Please fill in this part in all cases*

This person will become our main contact and will be responsible for the submission of data to GMPF and the creation of other authorised contacts within your organisation.

If your organisation is not already a GMPF employer, this person will initially be given read only access to our employer website and will need to read the ‘New to GMPF’ section to prepare in advance on how your organisation will fulfil its employer role and responsibilities.

Submission of pension data to GMPF is done on a monthly basis via i-Connect. Your organisation will be set up on this system by our Employer Data team. The named contact will need to read the ‘Submitting monthly data using

i-Connect’ section before we admit your organisation into GMPF.

Contact name:

Job title:

Email address: Telephone no*:*

* 1. If your organisation has outsourced the pension administration function to a third party provider please complete the contact details below and tick the box to state that you authorise that provider to:
		1. have access to your employees’ pension records held by GMPF
		2. correspond directly with GMPF to perform the pension administration function for your organisation and
		3. use the employer website in order to carry out pension administration matters on your organisation’s behalf.

*Please tick*

Company name:

Contact name:

Job title:

Email address:

Telephone no:

* 1. Please tick here to confirm that it is understood that your organisation, as a Scheme employer, and if applicable the third party pension administrator will be required to adhere to the LGPS Regulations and GMPF procedures, including the Pension Administration Strategy, and attend any pension training deemed appropriate by GMPF.

4. **Accounting information** *Please fill in this part in all cases*

* 1. Does your organisation have to show pension costs in your accounts using FRS102, IAS19 or other financial reporting standards? If unsure, please liaise with your auditors.

*Yes No*

If yes, please tick the appropriate box below.

*FRS102 IAS 19* O*ther \_*

* 1. On what date does the accounting year end?

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* 1. On what date will the first accounts be due?

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

**5. Pension costs** *Please fill in this part in all cases*

5.1 Please state how the employer’s pension costs will be managed.

*\*Pooled (see ‘other details’)*

\* Please provide evidence of the pooling arrangement agreed with another GMPF Scheme employer

*Stand alone employer*

*Other details, please explain agreed pooling terms*

**6. Transfer information/Designated employee information** *Please fill in this part in all cases*

* 1. Will employees transfer to your organisation? *Yes No*
	2. If yes, please provide details of the other employer(s) involved:
	3. Please tick here to confirm that, for the purposes of determining your organisations opening funding position, a GMPF staff list with details of the transferring employees has also been completed and submitted.
	4. If all the employees of the previous employer are transferring to the new employer (assuming the previous employer is currently a separate employer in GMPF), will all the GMPF current assets and liabilities also transfer?

*Yes No*

* 1. Regardless of whether all or only some employees are transferring from a previous GMPF employer, please tick here to confirm that all parties have read and understood the following three conditions:
		1. Where employees are transferring to the employer from a Local Authority or another GMPF employer and where the employees have access to GMPF, the agreed funding position will be as follows:

For the purposes of determining the opening funding position, the past service liability arising before the effective date in 1.6 in respect of each eligible employee shall be 100 per cent funded using the actuarial factors provided by the Government Actuary’s Department for individual cash equivalent transfers between Scheme employers.

* + 1. The **ceding** GMPF employer must submit a leaver notification for each active member of GMPF involved in the compulsory transfer to the new employer. Leaver notifications should be received by GMPF in line with our Pension Administration Strategy, which can be found on our website at [www.gmpf.org.uk](http://www.gmpf.org.uk/)
		2. The **new** GMPF employer will be responsible for enrolling all eligible employees transferring from the ceding GMPF employer (including those that had previously opted out) into the LGPS with effect from the effective date in 1.6. New starter notifications should be received by GMPF in line with our Pension Administration Strategy.

***To be completed by the new Scheme employer***

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

*Name: Signature: Position: Employer:*

*Email address:*

*Tel No:*

*Date:*

***To be completed by the ceding employer (if applicable)***

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 my employer.

*Name: Signature: Position: Employer:*

*Email address:*

*Tel No:*

*Date:*

**7. Declaration and authority** *Please fill in this part in all cases*

**Application Form to Join the GMPF for New Scheme Employers – 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 booklet entitled ‘***Application information for prospective Scheme employers’.***

# I have completed the application form in full.

If employees are to transfer to the new Scheme employer or if employees have been designated as eligible to join, I have attached a correct and complete staff list. If relevant, I have also enclosed a copy of our published admissions policy / resolution made to designate employees to GMPF.

# 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 email to GMPF. Any staff list sent by email 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 now submit your application to GMPF by email to:* employersupport@gmpf.org.uk