

Avon Pension Fund

Bath & North East Somerset Council

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| **Admission Agreement Information for a Community Admission Body** | **LGPS 34C (Part 1)** |

***To be completed by the prospective Community Admission Body***

Full Legal Name of the Organisation:

Legal Status of the Organisation (please tick relevant box below)

Company [ ]  Industrial Society [ ]

Trust [ ]  Provident Society [ ]

Unincorporated Association\* [ ]

\* If the Organisation is an unincorporated association, please supply extract from the Organisation’s Constitution/Rules showing what provisions have been made for entry into Contracts and other Agreements.

If unincorporated the following will be added to Clause 9 of the Admission Agreement:

“Where there is an outstanding sum due from the (Community Admission Body) to the Pension Fund which remains unpaid despite the best endeavours of the Administering Authority to secure payment, the Administering Authority will be entitled to make an immediate claim against the Guaranteeing Authority and will under no circumstances be obliged to institute recovery procedures on an individual basis against the Trustees.”

Registered Address of the Organisation:

Is the Organisation a Registered Charity? YES [ ]  NO [ ]

If YES, please provide the Registration Number:

Does the Organisation have a Seal? YES [ ]  NO [ ]

Is the Admission Agreement open or closed to new employees? OPEN [ ]  CLOSED [ ]

Designation of Non-Active Transferees (Immediate or Deferred)?

*Transferring staff who are not in the LGPS at point of transfer can be treated in one of two ways. They can either be enrolled into the LGPS by the contractor* ***immediately*** *(they would then have to opt out if that was their wish) or be left out of the LGPS at point of transfer* ***(deferred)*** *and then periodically be given the option of joining the LGPS by the contractor as part of the contractor’s ongoing auto-enrolment process. Please check with Transfer Agreement.*

Is the Organisation Data Protection Registered? YES [ ]  NO [ ]

Is Past Service fully or partially funded? \*\* Fully [ ]  Partially [ ]

Effective Commencement Date of the Admission Agreement:

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| **New Employer HR, Payroll and Finance Contact Details** | **LGPS 34C (Part 2)** |

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| **HR Contact Details:**Name: Position: Telephone Number: Email Address: Name & Address of Organisation (if service provided externally):   **Payroll Contact Details (for contribution payments):**Name: Position: Telephone Number: Email Address: Name & Address of Organisation (if service provided externally):   **Finance Director Contact Details (for actuarial matters e.g. valuations):**Name: Position: Telephone Number: Email Address: Name & Address of Organisation (if service provided externally):    |

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| **Authorisation** |
| *I hereby appoint the above authorised contacts for the LGPS\*. This authorisation is required for purposes including data protection.*Name: Job Title: Email Address: ***\*****this section must be signed by an officer of the Scheme Employer of Director or equivalent level.* |
| Signed: |  | Date: |  |

**Avon Pension Fund, Local Government Pension Scheme administered by Bath & North East Somerset Council.**

**Data Protection:** Avon Pension Fund is a Data Controller as defined in the UK GDPR. We store, hold and manage your personal data in line with statutory requirements to provide you with pension administration services. For more information about how we process your data, your individual rights and answers to frequently asked questions, please visit our website: [avonpensionfund.org.uk](https://www.avonpensionfund.org.uk/)