

## Application for Admission to Warwickshire LGPS Pension Fund

<p><b>Details of Applicant Body</b></p> <p>Name of Academy/Contractor/Parish Council</p> <p>Your Registered Office Address</p>	
<p>Your Company or Charity Registered Number</p>	
<p><b>Details of person co-ordinating the application</b></p> <p><i>Contact will be included in any emails relating to the Admission Agreement (if required)</i></p>	<p>Name</p> <p>Telephone Number</p> <p>Email Address</p>
<p><b>Type of admission body</b></p> <p><i>(See guidance notes and the Pension Fund's Admissions and Termination Policy for information on types of admission bodies)</i></p>	<p><input type="checkbox"/> <b>A</b> Community Body</p> <p><input type="checkbox"/> <b>B</b> Transferee Body</p> <p><input type="checkbox"/> <b>C</b> Scheduled Body</p> <p><input type="checkbox"/> <b>D</b> Resolution Body</p> <p><i>Selecting A or B? If you have been awarded multiple contracts, please complete a separate application for each contract.</i></p>

## Section 1 - General information

<b>A Community Bodies</b> <i>(Answer this section if you ticked box A above)</i>	
<p>Explain why you consider the Applicant Body meets the requirements of a Community Body. As set out in the regulations and the Pension Fund's Admissions and Termination Policy.</p> <p>Please attach any supporting information</p>	
No. of potential scheme members	
Will you receive direct funding from a current scheme employer? If so, which scheme employer and on what basis i.e., how much, how long is it guaranteed for, etc.	
Will a scheme employer guarantee any liabilities arising out of your admission?	
Date contract to commence or date for Admission to the Fund	
<p>Details of people transferring to you/ members for admission.</p> <p>This should include any employees eligible to join (not currently part of the scheme.) and current members of the LGPS with Warwickshire Pension Fund.</p>	<p>Details to be provided on a password protected spreadsheet and should include the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• National Insurance number</li> <li>• Date of Birth</li> <li>• Weekly hours to be worked.</li> <li>• Unique payroll reference (if known)</li> </ul>

<b>B Transferee Bodies</b> <i>(Answer this section if you ticked box B above)</i>	
<p><b>About the Service being provided</b>            Please provide the full address of the site/s where services are being provided.</p>	<p><i>If the contract covers more than one site, please provide the name and address of each site.</i></p>

Which Service is being provided? e.g., Cleaning, Catering?	
Do you already have any contracts with other scheme employers in the Pension Fund? If so, please advise.	
Name of previous provider if known	
Date contract to commence or date for Admission to the Fund	
Length of contract including any possible extensions.	
<p>Please confirm what pension arrangements you have agreed with the scheme employer.</p> <p><b>This MUST be agreed with the Letting Authority. Please ensure you have read the guidance before completing this section and the terms set out in your contract.</b></p>	<p><i>Guidance can also be found on the new employer's page of our website at: <a href="http://www.warwickshirepensionfund.org.uk">www.warwickshirepensionfund.org.uk</a>.</i></p> <p><input type="checkbox"/> <b>Fully Funded</b> - contractor takes on full liability for pension provision going forward. A bond will also be required.</p> <p><input type="checkbox"/> <b>Variable Pass-through Arrangement</b> - where any pension liability at the end of the contract goes back to letting authority. The employer contribution rate will be set at the primary rate of the letting authority and will track any changes.</p>
Admission agreement: Open or Closed to new entrants?	
<p><b>Details of people transferring to you/ members for admission.</b></p> <p>This should include any employees eligible to join (not currently part of the scheme.) and current members of the LGPS with Warwickshire Pension Fund.</p>	<p>Details to be provided on a password protected spreadsheet and should include the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• National Insurance number</li> <li>• Date of Birth</li> <li>• Weekly hours to be worked.</li> <li>• Unique payroll reference (if known)</li> </ul>

<b>C Scheduled Bodies Inc. Academies</b> (Answer this section if you ticked box C above)	
Which type of scheduled body you?	<i>Guidance on the types can be found on Annex A of the Pension Fund's Admissions and Termination Policy on our website at: <a href="http://www.warwickshirepensionfund.org.uk">www.warwickshirepensionfund.org.uk</a>.</i>
Please provide the full address of the above site(s)?	
Please confirm that you have internal authority to become a scheduled body within the Warwickshire LGPS Pension Fund	<input type="checkbox"/> Yes, however, I understand Warwickshire Pension Fund may request evidence.
<b>Academies only</b> Please provide the name of the Multi Academy Trust you are joining.	<input type="checkbox"/> I understand that by joining a MAT the employer contribution rate will change to the rate the MAT.
<b>Details of people transferring to you/ members for admission.</b>  This should include any employees eligible to join (not currently part of the scheme.) and current members of the LGPS with Warwickshire Pension Fund.	Details to be provided on a password protected spreadsheet and should include the following: <ul style="list-style-type: none"> <li>• Name</li> <li>• National Insurance number</li> <li>• Date of Birth</li> <li>• Weekly hours to be worked.</li> <li>• Unique payroll reference (if known)</li> </ul>

<b>D Resolution Bodies</b> (Answer this section if you ticked box D above)	
Please confirm that you have permission to act on the behalf of the Resolution Body to join the scheme	For admission into the fund, the minutes of the meeting when the resolution was passed will need to be provided.  <input type="checkbox"/> Yes, we have permissions and will be providing the supporting minutes with the application to join Warwickshire Pension Fund

<p>Is there a specific roll designated to join the scheme? e.g., Parish Clerk alternatively if you would like all the employees to join, please specify all employees.</p> <p>This will also need to be referred to in the minutes.</p>	
<p><b>Details of the employees for admission.</b></p>	<p>Details to be provided on a password protected spreadsheet and should include the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• National Insurance number</li> <li>• Date of Birth</li> <li>• Weekly hours to be worked.</li> <li>• Unique payroll reference (if known)</li> </ul>

### Section 2 – Contact details.

<p>Name and address of the Body applying for admission.</p>		
<p>Pension enquiries contact for the Body applying for admission.</p>	<p>Name: Email: Contact number:</p>	<p><i>To be used should Warwickshire Pension Fund have any employee/member enquiries</i></p>
<p>Payroll contact for the Body applying for admission.</p>	<p>Name: Email: Contact number:</p>	
<p>Contact details for the person responsible for the monthly i-Connect submissions.</p>	<p>Name: Email: Contact number:</p>	
<p>Legal contact for the Body applying for admission.</p>	<p>Name: Email: Contact number:</p>	<p><b><i>If you are applying as either A Community Bodies or B Transferee Bodies</i></b></p> <p><b><i>This must be the person who will be responsible for reviewing and signing the Admission Agreement</i></b></p>

CFO for the Body applying for admission.	Name: Email: Contact number:	
Contact details for the person responsible for Policy/Discretion decisions/Financial reporting/ISA19/FRS102 etc.	Name: Email: Contact number:	

### Section 2a – Contact details for the Letting Authority/ Scheme Employer

<b>For A Community Bodies or B Transferee Bodies to complete</b> (Answer this section if you ticked box A or B above)		
Payroll contact for the Letting Authority / Scheme Employer	Name: Email: Contact number:	
Payroll contact for ceding / previous employer (if different)	Name: Email: Contact number:	
Legal contact for Letting Authority / Scheme Employer or person in charge of procurement.	Name: Email: Contact number:	<b><i>This must be the person who will be responsible for reviewing and signing the Admission Agreement</i></b>

### Section 3

**Further Information** *(If there is any further information you would like to provide in relation to your application e.g., requests for risk-sharing, pooling, etc. please include it here)*

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**Date the admission is required to start from**

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**By signing below, you confirm that you have authority on behalf of the applicant body to undertake to comply with the relevant LGPS regulations.**

**You agree that in the event the applicant body is admitted, its participation in the Pension Fund will be governed by the terms of the Pension Fund's Admissions and Termination Policy (Please note Scheduled Bodies will not normally be asked to enter into an admission agreement).**

Name

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Position

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Signature

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Date

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## Contact details for the Warwickshire Pension Fund

If you have any questions on the application process, please contact the Pension Fund where we will endeavour to help with any queries you may have.

General Enquires: [pensions@warwickshire.gov.uk](mailto:pensions@warwickshire.gov.uk)

Our website: <https://www.warwickshirepensionfund.org.uk/>

Local Government Pension Scheme Website: <https://lgpsregs.org/index.php>

Please write to us at:  
Warwickshire Pension Fund,  
Shire Hall,  
Warwick  
CV34 4RL