



LONDON PENSION FUND AUTHORITY LOCAL GOVERNMENT PENSION SCHEME

Application for Admission Body Status

General Notes

- Please complete this questionnaire in order to apply for Admission Body Status in the London Pension Fund Authority
- Once completed please email this form along with the staffing spreadsheet to: Employer Services, LPFA, 2nd Floor, 169 Union Street, London, SE1 0LL
- For more information about admission agreements, or anything in this application please contact Tony Williams, Employer Services Manager on 0207 369 6237 or by emailing tony.williams@lpfa.org.uk.

Section 1: Applicant Details

Employer Name			
Registered Address			
Purpose and Activities of the body			
Registration of body	<input type="checkbox"/> Companies House <input type="checkbox"/> Charity Commission <input type="checkbox"/> FSA		
Company Registration No.			
Company Type	<input type="checkbox"/> Trust/Charity <input type="checkbox"/> Limited Company	If Limited Company, tick appropriate box	Liability limited by: <input type="checkbox"/> Shares <input type="checkbox"/> Guarantee
Details of any proposals to change the documents establishing the organisation's legal entity or the way its managed			

Details of forthcoming reorganisation, restructure or amalgamation which may affect membership in the LPFA fund			
Changes to senior management within last 12 months			
Managing Director			
Contact Name for TUPE arrangements		Job Title	
Email address		Tel. no.	
Applicant's Legal Advisor's Details			
Company Name			
Company Address			
Contact Name		Tel. no.	
Email Address			
Applicant's Payroll Provider's Details			
Company Name			
Company Address			
Contact Name		Tel. no.	
Email Address			
Applicant's HR Administration Details			
Company Name			
Company Address			

Contact Name		Tel. no.	
Email Address			

Note

If you are applying for admission body status as a result of a TUPE transfer from an LPFA Fund employer then please complete section 2 below. If this does not apply then please move to Section 3 of the form.

Section 2: Pension fund / Employer from which liabilities will be transferred			
Employer Name			
Contact name			
Job title			
Email address		Tel. no.	

Section 3: Admission Agreement Details	
Effective date of Agreement	
Length of contract	
Number of employees you wish to include in the scheme	N.B Please provide a list of staff details as an Excel spreadsheet in the format specified.
Type of Admission Agreement	<input type="checkbox"/> Open <input type="checkbox"/> Nominated <input type="checkbox"/> Closed
Basis of Application (N.B. Your organisation must comply with at least one of the following categories in order to be admitted. Please tick the relevant category :)	Either <input type="checkbox"/> A body which provides a public service in the United Kingdom which operates otherwise than for the purposes of gain and has sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest (whether because the operations of the body are dependent on the operations of the Scheme employer or otherwise); Or: <input type="checkbox"/> a body, to the funds of which a Scheme employer contributes; Or a body representative of— <input type="checkbox"/> any Scheme employers, or <input type="checkbox"/> local authorities or officers of local authorities; Or a body that is providing or will provide a service or assets in connection with the exercise of a function of a Scheme employer as a result of— <input type="checkbox"/> the transfer of the service or assets by means of a contract or other arrangement,

	<input type="checkbox"/> a direction made under section 15 of the Local Government Act 1999, <input type="checkbox"/> directions made under section 497A of the Education Act 1996; Or <input type="checkbox"/> a body which provides a public service in the United Kingdom and is approved in writing by the Secretary of State for the purpose of admission to the Scheme.
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Section 4: Financial Details			
What are your principal sources of finance?			
To what extent is any source of finance time limited?			
Provide details of any financial or funding issues including details of funding/ revenue streams			
Work carried out under contract	%	Employees in LGPS working on these contracts	%
Details of contracts (length, date, renewal, value)			
Details of any breaches of banking covenants or changes to banking arrangements within last 12 months			
Please confirm you're your body is a 'going concern' (i.e. with no known or anticipated termination date)			
Specify with whom the assets of the legal entity would vest upon dissolution			
In support of your application please also provide:			
<input type="checkbox"/> your last three sets of audited accounts, and <input type="checkbox"/> your risk register or a list of any significant risks identified by it.			
Audit opinion of latest accounts	<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified	Amount of unreserved assets	£

Details of charged & uncharged assets	
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Supplementary Information

- A "Scheme Employer" is any organisation which is required by statute to offer the Local Government Pension Scheme to its staff. e.g. Local Authorities, Police Forces, Fire Brigades, Colleges of Further or Higher Education, Water Authorities, etc.
- Applications which are subject to Secretary of State Approval under paragraph 1(e) of Part 3 of Schedule 2 of the Local Government Pension Scheme (Administration) Regulations 2013, and may be subject to such conditions as the Secretary of State thinks fit and the Secretary of State may withdraw an approval at any time such conditions are not met.
- Applications are subject to the approval of LPFA and the Inland Revenue.
- Applications require applicants to undergo a financial risk assessment to identify the level of risk posed to the fund in the event of a service contract being terminated prematurely as a result of insolvency, winding up or liquidation. If the assessment identifies a material level of risk the applicant may be required to identify an organisation willing to act as their guarantor in relation to their participation in the Fund. Alternatively a bond may need to be put in place to cover the pension liabilities. A guarantor will be a signatory to the admission agreement. In the event of the admission body ceasing to participate in the Fund any outstanding liabilities arising from the body's participation must be met by the guarantor or the bond.
- Applications for admission will be subject to an initial fee of £5,500 (+VAT) in relation to legal and actuarial work on the admission itself, with an additional £1000 (+VAT) payable where Secretary of State approval is required. In addition to these fees there are also LPFA staffing costs of £600 (+VAT) and an administration cost of £40 (+VAT) per member admitted via the agreement. Where negotiations become protracted or complications arise then additional costs may be incurred on a time/cost basis, but you will be notified in the event that this occurs. *N.B. these costs are non-refundable in the event of your application being rejected.*

Section 4: Declaration

- I confirm that I am duly authorised to sign this application for and on behalf of the applying body;
- I understand that I will be required to fulfil all steps in the admission process to the satisfaction of the letting and administering authority to gain admitted body status in the LPFA Pension Fund.

Signature		Date	
Name in Capitals			
Position			

FOR USE BY LONDON PENSION FUND AUTHORITY ONLY

Application Checked by:		Date	
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Application Approved by:		Date	
Contribution Rate		Bond/Guarantor	