

Scottish Housing Associations' Pension Scheme

# Employer Form of Authority

Defined Benefit & Defined Contribution

Please complete this form for amendments effective on or after 1 April 2017 (with reference to the notes).

## 1 | Your details

Employer Name: .....

Employer Number: **E** .....

Effective date for amendment: ..... ..

### Notes

- Three months' notice is required for the introduction of a new defined benefit or defined contribution offering.
- Two months' notice is required for any other amendment such as a change to contribution rates for the employer and member. This includes changes to rates as a result of the introduction of a salary sacrifice arrangement.
- TPT Retirement Solutions now provides online access to DC members via the BenPal system. This online access will be setup when you enrol in the DC section for the first time. A charge will apply for setting up the online access and we may also charge for any future amendments to your contribution rate structure. For further details please see the **Frequently Asked Questions document**.

## 2 | Benefit structure and contribution rate changes

If you are introducing a new offering or making an amendment to your existing offering please provide the details below (with reference to the notes on page 3):

Benefit Structure	Please tick here if salary sacrifice	Contribution Rates			Benefit Structure Status
		Employer	Member	Total	Only one option is applicable Please put a line through the options that do not apply
Final Salary 60ths		%	%	%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual
CARE 60ths		%	%	%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual
CARE 70ths		%	%	%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual
CARE 80ths		%	%	%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual
CARE 120ths		%	%	%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual
Defined Contribution (DC)		%	%	%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual
DC for AVCs only		Individual rates as applicable			Open to all

## Notes

- **Benefit option:** If your organisation is operating more than one benefit option please confirm which is the default benefit option for new members.
  - **Benefit option:** If a benefit option is open to specific members only ('Benefit Option Status 2 on the table on page 2), please specify the conditions of membership:
- 
- **Benefits options:** If you are closing a specific benefit option to future accrual, please confirm the new benefit option that will apply to the existing scheme members:
- 
- **Salary sacrifice:** If contributions are to be deducted under a salary sacrifice arrangement, please inform TPT of the affected members prior to its introduction.
  - **Contributions:** Please refer to the 2015 Valuation Summary (available on the website) for details of the total contribution rates payable. If you allow new members to join the defined benefit options, the employer contribution rate will receive an 'Open Employer' discount.
  - **Contributions:** the default split of the defined benefit contribution rate is 50:50 (employer : member). An employer may elect to pay more than 50%.

## 3 | Additional Defined Contribution details

Employers determine the level of benefits provided within the defined contribution section. If you are introducing a new defined contribution offering or make a change to your existing offering please provide the details below (with reference to the notes on page 4).

<b>Pensionable Earnings definition</b>					
<b>Life cover</b>	[insert multiple] times pensionable earnings				
<b>Life cover cost</b>	Is this payable in addition to the employer contribution below: <span style="float: right;">Yes/No</span>				
<b>DC contribution rates</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Employer Rate</td> <td style="width: 50%;">Member Rate</td> </tr> <tr> <td style="text-align: center;">%</td> <td style="text-align: center;">%</td> </tr> </table>	Employer Rate	Member Rate	%	%
Employer Rate	Member Rate				
%	%				
<b>Alternative DC arrangement</b>	We have an alternative DC arrangement available to new members through another provider: <span style="float: right;">Yes/No</span>				

**Notes**

- **Pensionable Earnings:** Example pensionable earnings definitions could be basic salary and any other emoluments determined by the employers (this definition applies to the defined benefit sections); or gross earnings; or auto-enrolment qualifying earnings.
- **Life Cover:** Please confirm the multiple of pensionable earnings.
- **DC contribution rates:** If variable rates are to apply, please confirm the minimum and maximum rates payable and the ratio employer to member. The minimum total contribution must meet the auto-enrolment minimum.

## 4 | Past Service Deficit Contributions and Scheme Expenses

We understand that the past service deficit contributions and Scheme expenses continue to be payable in addition to the future service contribution rates; and that where we have closed our defined benefit option(s) to new members then the Closed Employer contribution rate will apply to the defined benefit future service contribution rate.

**This form must be signed by both the Chair and the Secretary of the employer. Signatures on behalf of a Group structure cannot be accepted.**

Chair Signed: .....

Chair Print Name: ..... Date: .....

Secretary Signed: .....

Secretary Print Name: ..... Date: .....

Please return this form no later than three months prior to the date of change to Susan Wardlaw, SHAPS Scheme Secretary, TPT, 9-10 St Andrew Square, Edinburgh EH2 2AF.

Please ensure that the person responsible for running your payroll is fully aware of these changes.