

Social Housing Pension Scheme

Employer Form of Authority

PLEASE COMPLETE THIS FORM FOR AMENDMENTS TO BE EFFECTIVE ON AND FROM 1 APRIL 2022

Note: Any change which is made to the Scheme or to a Scheme Member's benefits, by virtue of this Employer Form of Authority, shall be subject to the power of amendment contained in the governing rules of the Scheme.

1 | Your details

Employer Name:

Employer Number:

Effective date for amendment:

Please refer to the '**30 September 2020 Valuation: Employer Guide**' and the notes on page 4 of this form.

Please complete a separate form for each change.

Number of form(s) completed:

TPT Retirement Solutions provides online access to Defined Contribution (DC) members via BenPal. This online access will be set up when you enroll 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 amendments

Please indicate below which benefit structure the amendment applies to, the relevant contribution rate and benefit structure status.

Benefit Structure	Please tick here if salary sacrifice	Contribution Rates			Total required	Benefit Structure Status Only one option is applicable Please put a line through the options that do not apply
		Employer	Member			
Final Salary 60ths		%	%	41.2%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Final Salary 70ths		%	%	35.4%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Final Salary 80ths		%	%	31.1%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Career Average Revalued Earnings (CARE) 60ths		%	%	33%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Career Average Revalued Earnings (CARE) 80ths		%	%	24.9%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Career Average Revalued Earnings (CARE) 120ths		%	%	16.8%	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Defined Contribution (DC) (if you will operate a range of contribution rates please complete Section g on page 3)		See note 7 %	See note 7 %	See note 7 %	1. Open to all 2. Open to specific members only 3. Closed to new entrants 4. Closed to future accrual	
Defined Contribution (DC) for AVCs only		Individual rates as applicable			Open to all	

Social Housing Pension Scheme

- a. The past service deficit contribution and employer expense charge are payable in addition to the contribution rates stated above.
- b. If you do not allow new members to join any of the defined benefit (DB) structures a closed scheme surcharge will be payable. This is calculated as 0.3% of your current DB active members' pensionable earnings.
- c. Please note you can no longer deduct member contributions for the DB structures on an age-related basis? (See Note 9 on page 4.)
- d. Are member contributions to be deducted under a salary sacrifice arrangement? (See Note 3 on page 4.) Yes No
- If so, please inform TPT of the affected members.
- e. If the benefit structure indicated above is only available to certain members/employees, please specify the conditions for membership here:

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- f. If you are closing a specific benefit structure to future accrual, please confirm the new benefit structure that will apply to existing members from the effective date. (See Note 5 to 7 on page 4.)

Benefit structure:

Contribution standard employer rate:%

Contribution standard member rate:%

- g. If the DC structure is to operate with variable contribution rates, please confirm the maximum rates payable by employer and member, and the ratio of employer to member rates payable (e.g. 1:1, 2:1):

Maximum rate payable by employer:% Maximum rate payable by member:%

Employer ratio payable: Member ratio payable:

Please inform TPT of any changes to the existing DC members.

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.

We confirm that we have taken any required steps (including any consultation with employees) to change any terms and conditions or contracts of employment for employees to enable their membership of the Scheme

Signed: Print Name: Chair Date:

Signed: Print Name: Secretary Date:

Please return this form to the Employer Relationship Team at TPT, Verity House, 6 Canal Wharf, Leeds LS11 5BQ

Thank you for confirming the changes to the benefit structures you intend to offer to your employees under SHPS. Your changes will be acknowledged once they have been accepted. Please ensure that the person responsible for running your payroll is aware of these changes.

Notes

The following notes are to be used when completing the 'Employer Form of Authority' for amendments to benefit structures from April 2022. Please also refer to the '30 September 2020 Valuation: Employer Guide.

1. Three months' notice is required for the introduction of a new DB structure.
2. Three months' notice is required for the introduction of the DC structure.
3. Two months' notice is required for any other amendment, such as a change in contribution rates for the employer and member. This includes the change to contribution rates as a result of the introduction of a salary sacrifice arrangement where the member contribution will be 0% and the employer contribution will be the total future contribution rate applicable to the benefit structure.
4. An 'open' benefit structure is open to new entrants as well as existing members, it must be open to all members and not just select individuals.
5. If you are closing a benefit structure to future accrual, you must specify the alternative benefit structure which the affected members will be switching to.
6. The minimum total contribution for the DC structure is in-line with auto-enrolment legislation. You can determine how this is split between the employer and member, providing this meets the legal minimum. **Please note that SHPS does *not* allow contributions for auto-enrolled members to be based on 'qualifying earnings' only.**
7. If there is no remaining open DB structure available to new employees, a closed scheme surcharge will become payable calculated as 0.3% of your active DB members' pensionable earnings.
8. Past service deficit contribution – The past service deficit contribution and expenses charge is payable at the rates you have been advised in addition to the future service contribution rates shown above. If your intention is that the member will contribute towards this cost you should increase the future service rate shown for the member in Section 2 and reduce the employer future service rate by the corresponding amount.
9. Anti-age discrimination legislation provides exemptions to allow age-related contribution structures where the purpose of these is to reflect the increasing cost of providing defined benefits in respect of members as they get older. However, the Trustee has recently received actuarial advice that the cost of providing DB benefits for Scheme members at the latest valuation no longer increases as members get older and cannot be justified from a financial cost perspective.

Having considered the current position, the Trustee has decided that the Scheme will no longer offer age-related contributions with effect from 1 April 2022. Member contribution rates will be the same at all ages which will be fair across the membership. Employers who currently offer age-related contributions should review their contributions structure and make appropriate changes.

10. Reduced rate – If any of your members have elected to pay reduced rate contributions to give up part of the survivor's benefit, the member's future service contribution rate should be adjusted as follows:

Benefit Group	Adjustment to Member Future Service Rate
Final Salary 60ths	Reduce by 3.3%
Final Salary 70ths	Reduce by 2.8%
Final Salary 80ths	Reduce by 2.5%
CARE 60ths	Reduce by 2.6%
CARE 80ths	Reduce by 2.0%
CARE 120th	Reduce by 1.3%