frp | Defined Contribution

Flexible Retirement Plan

Employer Application Form

Notes for filling in this application form

This form will enable your organisation to participate in the Flexible Retirement Plan operated by TPT Retirement Solutions for your employees. Please use black pen and block capitals. Please complete all the sections and return including the Direct Debit form to **TPT Retirement Solutions, Verity House, 6 Canal Wharf, Leeds LS11 5BQ**.

From receiving your completed Application Form and employer payment, it takes between 4 - 6 weeks to process your application.

Employer's Declaration

To Verity Trustees Ltd (The Trustee of The Pensions Trust)

We ..... (name of organisation)

We apply to become an employer participating in the Flexible Retirement Plan – FRP (the Scheme) as from .... and in consideration of such admission **we undertake and agree** to observe and perform all of the provisions of the Trust Deed and Rules. Additionally, we undertake to advise the Trustee, in writing, immediately on going into liquidation, receivership or administration or becoming bankrupt and also if any other event occurs relating to the employer which may be of material significance to the Trustee or their advisers. **We** understand that all due contributions must be received by TPT within the stipulated legal time limit and TPT will not be responsible for any penalty imposed by regulatory authorities for failure to do so.

We further understand that we will be required to submit contributions and data in a format acceptable to TPT. **We** agree to the use of TPT's online facility for the submission of contribution data. We understand the Terms and Conditions relating to use of this will be issued for agreement on receipt of this signed Application.

A signature is required by the Chief Executive Officer at your organisation or an equivalent person.

Signature: ..... Date: ....

Full Name: .....

Position: .....

Personal data which is held will be processed in line with data protection laws. For more information see **www.tpt.org.uk/privacy-policy.** *The Data Controller in Verity Trustees Ltd.*

1 Employer's Details

Full Name of Employer: .....

Alternative Name (if required): .....

Employer Address: .....

..... Postcode: .....

Website: .....

General Email: .....

General Telephone Number: .....

Senior Decision Maker

Please provide details for at least one senior decision maker at your organisation including their direct email address, for security purposes and for online access.

Job Title: ..... Title: .....

First Name: ..... Last Name: .....

Direct Line: ..... Direct Email: .....

Job Title: ..... Title: .....

First Name: ..... Last Name: .....

Direct Line: ..... Direct Email: .....

Job Title: ..... Title: .....

First Name: ..... Last Name: .....

Direct Line: ..... Direct Email: .....

BenPal Role

Please designate at least two contacts (Primary and Secondary) that will be responsible for the data upload/ management of the online system, BenPal.

Date of Birth is a mandatory field and will be part of the security check when issuing online access.

Details for the main user(s) for the online system are required, use additional sheet if necessary.

Each contact will be issued with employer login details that are specifically for their own use, these must not under any circumstances be disclosed to others. Details of your responsibilities regarding the security of employer login details are covered in the Terms and Conditions that your organisation has signed.

If for any reason your contact details need amending, for example due to changes in staff, you must inform us so we can make the necessary amendments.

Contact Role: **Primary Admin/Payroll Contact**

Title: ..... First Name: .....

Last Name: ..... Date of Birth: .....

Job Title: ..... Direct Line: .....

Direct Email: .....

Address*: .....

.....

Contact Role: **Secondary Admin/Payroll Contact**

Title: ..... First Name: .....

Last Name: ..... Date of Birth: .....

Job Title: ..... Direct Line: .....

Direct Email: .....

Address*: .....

.....

***if different to Employer address on page 2**

Online Member Access

TPT provides DC Scheme members with online access to their records via BenPal (known to them as their Retirement Savings Account). It will also provide you as an organisation the ability to notify us about changes to your employee's personal data and also to enrol new employees in the pension scheme online. For further information, please see the supporting materials on our website at **www.tpt.org.uk/login/benpal-help-guides**

2 Employer Information

Is the Organisation:

A Limited Company	☐ Yes	☐ No	Registration No: .....
A Company Limited by Guarantee	☐ Yes	☐ No	Registration No: .....
A Registered Charity	☐ Yes	☐ No	Registration No: .....
An Industrial & Provident Society	☐ Yes	☐ No	Registration No: .....

Please provide details of the nature of your business, e.g. your Memorandum and Articles of Association, statement of business aims, what sector you operate within and the services you provide:

.....

.....

Can you provide a high-level overview of your organisation structure, including detail of the following: ownership, parent companies, subsidiaries etc.

.....

.....

Can you confirm that all funds provided to TPT during the course of standard business will be contributions to the occupational pension scheme or fees in relation to pension scheme management services.

.....

.....

Can you confirm the manner by which payments will be made to TPT (i.e., standard bank transfer from a UK bank account).

.....

.....

3 Staff Information

Approximate number of employees

Full-time eligible: ..... Part-time eligible*: .....

Non-eligible: ..... Total: .....

Does your organisation have a waiting time before a member of staff can join the pension Scheme?

☐ Yes ☐ No If yes, how long? .....

The financial year end is: ....

*for more information please visit the Pensions Regulator website **www.thepensionsregulator.gov.uk/**

Average annual salary: .....

Month of annual salary review: .....

Are any of the proposed eligible employees currently NOT 'actively at work'

☐ Yes ☐ No

4 Other Scheme information & auto-enrolment

PAYE number*: .....

*Please contact HM Revenue & Customs at **www.gov.uk** if you do not know your PAYE number.

Staging date: ....

Date to auto-enrol from (if different from your staging date): ....

Auto-enrolment minimum contribution rate

Date	Employer minimum contribution	Total minimum contribution
Employer's staging date to 5 April 2018	1%	2% (including 1% staff contribution)
6 April 2018- 5 April 2019	2%	5% (including 3% staff contribution)
6 April 2019 onwards	3%	8% (including 5% staff contribution)

Employee Contribution Levels

The employee contribution rate can be either a fixed contribution or variable contribution:

- Fixed: A predetermined percentage of salary.
- Variable: A percentage of salary within a range. There is a minimum and a maximum.

Please indicate below whether your employees can choose their contribution level from a range or whether it will be a fixed percentage:

Fixed employee Contribution Rate	**OR**	Minimum Employee Contribution rate	Maximum Employee Contribution rate
.....%		.....%	.....%

Employer Contribution Levels

The employer contribution level can be paid in a number of ways and these are described below:

- FIXED: The employer contribution rate is set at a fixed percentage.
- MATCHED: The employer matches the employee's contribution rate up to a maximum percentage.
- ADDED: The employer contributes at the same level as the employee PLUS an additional percentage (e.g. employee rate PLUS 2%). The employer can set a maximum employer rate.
- MULTIPLE: The employer contribution rate is a multiple of the employee contribution rate (e.g. employee rate x 1.5). The employer can set the maximum employer rate.
- OTHER: Some organisations have age or service related employer contribution rates.

Please tick the relevant box to indicate how your organisation's employer contributions shall be made and provide any additional information:

☐ FIXED: The employer contribution rate is _____%.

☐ MATCHED: The maximum employer contribution rate is _____%.

☐ ADDED: The employer will contribute _____% on top of the employee contribution rate up to a maximum employer rate of _____%

☐ MULTIPLE: The employer will contribute _____ times the employee contribution rate up to a maximum employer rate of _____%

☐ OTHER: Please provide the relevant information in the space below:

_____

_____

_____

_____

Is salary sacrifice used?* ☐ Yes ☐ No

*This is not child care vouchers.

Please note: If you later decide to alter your contributions structure, a fee might be incurred.

Please refer to The Flexible Retirement Plan Life Assurance document on our **website**, if you require more information on life cover.

Lump sum death benefits (tick box where applicable)

☐ We do not require any lump sum death benefits within FRP

OR

☐ We require the following lump sum death benefit to apply to all members:

..... times salary (e.g. 3 times salary)

Please Note: There is an annual charge for providing this benefit.

Where did you hear about TPT?

.....

.....

Please return your form, including the Direct Debit form, by post to TPT Retirement Solutions, Verity House, 6 Canal Wharf, Leeds, LS11 5BQ.

Tel: **0113 234 5500** Website: **www.tpt.org.uk**

Verity House, 6 Canal Wharf, Leeds LS11 5BQ **Tel:** 0113 234 5500
Email: clientrelations@tpt.org.uk **www.tpt.org.uk**

tpt Retirement Solutions