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Part of the Department
for Work and Pensions

April 2007

Combined Pension Forecasts

Application form and notes for
Third Party Administrators

Notes for filling out the application form.

Section A

- (1) We need to know how many schemes you wish to include on this application form.
- (2) What types of pension schemes will be covered?
- (3) This question is optional – Please give details of where you heard about the Combined Pension Forecast initiative.
- (4) Please give details of the company who will be issuing Combined Pension Forecasts.

Section B

- (5) Please provide full details of the main contact, including position held within the company.
- (6) Please give the details of the person who will act as the contact for any technical aspects that may arise.

Only complete question 6 if the details are different to those recorded for question 5.

Section C

- (7) We need to make sure that when you send us your scheme members' details, it is on a media type we can read. Please tell us here which media type you plan to use.

After registration, we will ask you to send us a test file, giving us a small sample of data. We will use this to make sure that we will not have any problems when the main files arrive.

- (8) To make sure that the State Pension information is consistent with the information you provide, we can show the amount of State Pension in a number of formats.

Let us know which you would prefer.

Section D

- (9) Please state which option you intend to use when conducting the consent exercise. This will ensure that we provide you with the appropriate draft of the consent letter.
- (10) To assist our planning we need to know how many scheme members you think you will be issuing consent letters to.
- (11) Employers may ask you to include non-scheme members in the exercise, and provide them with a forecast of their State Pension only. If this is the case, please state how many non-scheme members you will be issuing consent letters to.
- (12) So that we know how often we will be sending you State Pension forecasts, we need to know how often you will be issuing your statements for the schemes you administer. This may be:
 - spread over the year, for example a number of schemes each month;
 - on scheme anniversary dates; or
 - all at the same time, for example, once a year.Please give as much detail as possible.
- (13) If you do not want to start issuing Combined Pension Forecasts in the next 12 months, please give us an approximate idea of when you expect to start.

Combined Pension Forecast application form

Combined Pension Forecast application form

Please read the notes on filling in this application form. They will help you to fill in this form, tell you who to contact for more advice and explain what happens next.

Section A: Type of scheme

(1) Please state how many pension schemes will be covered by the application form:

(2) Please tick the following options as appropriate:

Defined benefit (DB) scheme

Defined contribution (DC) Scheme

Hybrid

Other – please state

(3) Where did you hear about the Combined Pension Forecast initiative?

(4)

Company Name:

Nature of Business:

Section B:

(5) Main contact

Company Name:	
Contact Name:	
Position:	
Address and postcode:	
Phone number and extension:	
Mobile:	Fax:
E-mail:	

(6) Technical contact

Company Name:	
Contact Name:	
Position:	
Address and postcode:	
Phone number and extension:	
Mobile:	Fax:
E-mail:	

Section C: Data Exchange for live files

(7) Type of format you would like to use

1st	2nd	
<input type="checkbox"/>	<input type="checkbox"/>	Electronic data interchange (EDI)
<input type="checkbox"/>	<input type="checkbox"/>	3 ½ inch floppy disk
<input type="checkbox"/>	<input type="checkbox"/>	Secure file transfer
<input type="checkbox"/>	<input type="checkbox"/>	CD-ROM
<input type="checkbox"/>	<input type="checkbox"/>	4mm DAT tape – DDS1 or DDS2 specifications: <input type="text"/>

(8) I would like the current and forecasted State Pension amounts shown in the following format – please tick:

Weekly Four-weekly Monthly Three-monthly Yearly

Section D: Combined Pension Forecast statements

(9) When undertaking the consent exercise for your scheme members do you intend to use the opt-out or opt-in approach?

Opt-out
Opt-in

(10) In total, how many scheme members do you think you will be issuing consent letters to?

(11) If you will be issuing pension forecasts to non-scheme members, how many consent letters do you think you will be issuing?

Frequency of forecasts over next twelve months

(12) How often do you plan to issue your statements?

(13) If you don't plan to issue statements in the next 12 months please tell us the earliest date you expect to start.

Section E: CPF Registration Certificate

CPF Registration Certificate

In order to enable the DWP to supply State Pension information, about members of schemes you administer, you should read, sign and date the following certificate.

1. [*] acknowledges that in accordance with Section 42 of The Child Support, Pensions & Social Security Act 2000 (as amended) ("the Act") regarding disclosure of pension information, they must be appropriately authorised to act by a "qualifying person" as specified in that Act.
2. [*] therefore undertakes to obtain written authorisation in respect of each scheme they administer from a "qualifying person" within the meaning of Section 42 of the Act and further undertakes that they will disclose information to the DWP for the purpose of obtaining pension forecasts only where such written authorisation has first been provided by such a "qualifying person".
3. [*] expressly agrees that the DWP will not be under any liability of any kind for any unlawful or unauthorised disclosure by[*] to the DWP in respect of personal data and/or pension information.
4. [*] hereby agrees to indemnify the DWP in respect of any claim made against it in consequence of any unlawful or unauthorised disclosure by[*] to the DWP of personal data and/or pension information.
5. [*] agrees only to use the data provided to it by the DWP for the purposes such data is provided and acknowledges it may be liable for losses suffered by the DWP which arise from any unlawful disclosure of such data by [*]
6. [*] acknowledges that this data file contains pension data relating to the following organisations:

* Please insert your company name

No	Name of Organisations	Date you will issue Combined Pension Forecasts	Date you need to receive State Pension Data	Expected number of scheme members or employees
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
Continuation sheets can be supplied upon request				
Signed				
Print Name		Date		

Total number of clients included in CPF process	
Total number of pages in your Registration Certificate	

No	Name of Organisations	Date you will issue Combined Pension Forecasts	Date you need to receive State Pension Data	Expected number of scheme members or employees
31				
32				
33				
34				
35				
36				
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57				
58				
59				
60				
Continuation sheets can be supplied upon request				
Signed		Position in Company		
Print Name		Date		

Total number of clients included in CPF process	
Total number of pages in your Registration Certificate	

No	Name of Organisations	Date you will issue Combined Pension Forecasts	Date you need to receive State Pension Data	Expected number of scheme members or employees
61				
62				
63				
64				
65				
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90				
Continuation sheets can be supplied upon request				
Signed		Position in Company		
Print Name		Date		

Total number of clients included in CPF process	
Total number of pages in your Registration Certificate	

Notes for filling out the form *(continued)*

We can hold your details until you are ready to complete the registration process. This will allow quicker entry into the Combined Pension Forecast scheme when you have your system procedures in place. Our Customer Account Managers will be happy to discuss this with you.

Section E

As well as completing this Registration Form, you also need to complete and sign the Registration Certificate attached, listing the names and schemes you administer and wish to include in this agreement. If, at a later date, you wish to provide Combined Pension Forecasts for any schemes not listed on this certificate, you will need to complete a further application form.

Legal requirements state that you must have written authorisation from the schemes listed, in order to exchange data on their behalf. By signing this certificate you are confirming that you understand it is your responsibility to obtain such written consent before any exchange of data takes place.

Each time you exchange data with us you will need to complete a Renewal Certificate, listing all the companies involved and confirming that you have the appropriate authority to exchange data with us. Continuation sheets are available if required.

If you already know the dates you plan to send the statements, please tell us the date you intend to start. It should start with the first date you want to issue Combined Pension Forecasts; and cover a complete 12 month period. Please state:

- when you will issue your statements
- the dates you need us to send you the State Pension information and
- an indication of how many scheme members or employees will be included at each statement issue.

Please send completed form to;
Department for Work and Pensions
Combined Pension Forecast Team
Room TB001.
Tyneview Park
Newcastle upon Tyne
NE98 1BA

What will happen next?

When we receive your application to register, we will draw up a Registration Agreement, which will include an Activity Plan to meet your needs. This will give you detailed information on the step-by-step processes involved, including:

- your Customer Account Manager contact details;
- role and responsibilities;
- how and when to handle your requests for consent;
- when you need to send your data test and Combined Pension Forecast Bulk Request File; and
- when we will return the Combined Pension Forecast Bulk Reply File containing State Pension details.

To make sure that we provide the service you need it is important that you follow the Activity Plan. You should let your Customer Account Manager know immediately if there are any changes to the registration details you sent us.

If there are any problems we will contact you to let you know.

Thank you for taking part in the Combined Pension Forecast service.