



Health & Social Care Pension Scheme 2015

Administered by.....

**HSC Pension Service
Business Services Organisation**

Transfer in Guide and Application Pack

Help for anyone thinking of moving their
pension rights to the HSC Pension Scheme



Request to transfer former pension benefits into the HSC Pension

Scheme

Thank you for your enquiry about transferring your former pension benefits into the HSC Pension Scheme.

The HSC Pension Scheme can accept a transfer from another pension scheme registered with HM Revenue & Customs (HMRC); including a Qualifying Recognised Overseas Pension Scheme (QROPS).

Overseas transfers include any transfers from pension schemes in the Republic of Ireland, Jersey, Guernsey and the Isle of Man.

If you want to transfer from an overseas pension scheme and your overseas pension provider is not a QROPS, the transfer cannot go ahead. You can view a list of QROPS schemes on the HMRC website: www.hmrc.gov.uk (enter QROPS list in the search engine).

If you are divorced or your civil partnership has been dissolved, the HSC Pension Scheme cannot accept any transfer payment in respect of pension credits derived from these proceedings.

Special rules apply where your employment is transferred to a new employer and you should discuss your transfer with the pensions/payroll manager where you work as you may not need to complete the application form in this guide.

If you recently joined the Scheme or are thinking of doing so, HSC Pension Service will confirm whether a transfer can be accepted and explain how HSC Pension Scheme benefits will be increased. However, a transfer payment can only be accepted if you are an active member.

To process your transfer, we will need some details from you and your previous pension scheme. This guide and application pack contains instructions and forms to help you.

Please read the notes on the following pages and check that your application meets the time limits. You will need to know which Scheme you are a member of. More information about the different Schemes can be found on our website: www.hscpensions.hscni.net

General HSC Pension Scheme information

The pension provision for HSC employees is provided through two schemes, the 1995/2008 Scheme (a final salary scheme) and the 2015 Scheme (a Career Average Revalued Earnings (CARE) scheme – from 1 April 2015).

For a member of the 1995/2008 Scheme, all pension benefits are based on pay and length of membership in the Scheme. For a member of the 2015 Scheme, the pension earned each year is based on the member's pensionable pay in that year and is increased by a set revaluation rate (linked to inflation) for each year leading up to retirement or leaving. The final pension is then calculated by adding together the pension earned in each year of membership.

More information can be found on our website: www.hscpensions.hscni.net

Important Notes

Advice

HSC Pension Service recommends that you consider taking independent financial advice from a financial adviser who is authorised by the Financial Conduct Authority (FCA) before making a decision about transferring benefits. The Financial Conduct Authority can be contacted at:

25 North Colonnade

Canary Wharf

London

E14 5HS

www.fca.gov.uk

Your commitment

If you are transferring from a scheme other than a corresponding health service scheme (NHS England and Wales or Scotland), you are not committing yourself to a transfer of pension benefits by making this enquiry. You can make your decision when we confirm what your previous pension benefits will be worth in the HSC Pension Scheme.

We will write to you within two months of receiving all the information we need with an offer of what the transfer would buy you in the HSC Pension Scheme.

Corresponding health service scheme

Special transfer arrangements operate between 'corresponding' health service schemes in England and Wales (E&W), Scotland and Northern Ireland. These arrangements mean that the effect of a transfer between the 'corresponding' schemes is your membership in the former NHS scheme is treated as if it had been worked in HSC Pension Scheme.

These special arrangements are only available when your application to transfer is made within one year of being eligible to transfer, as explained later in this guide.

Any membership held in NHS Scotland or NHS England & Wales will normally be transferred on receipt of this request. We will write to let you know what membership has been credited to you within two months of receiving the transfer payment and all the information we require.

Note: The special arrangements do not apply when transferring membership from a different Section or Scheme following a break of over five years. Under these circumstances a transfer will be on non-Club terms, for example:

- 1995 Section membership with NHS Pension Scheme (Scotland) to 2008 Section HSC Pension Scheme (N.I.)
- 1995 Section membership with NHS Pension Scheme (Scotland) to 2015 Scheme HSC Pension Scheme (N.I.)
- 2008 Section membership with NHS Pension Scheme (Scotland) to 2015 Scheme HSC Pension

Public Sector Transfer Arrangements (The 'Club')

The 'Inner' and the 'Outer' Club

Within the public sector transfer arrangements there are now 'inner' and 'outer' Club schemes. The HSC Pension Scheme is a member of the 'inner Club'; however the method of calculating the transfer value will depend on the classification of the former Club scheme.

Inner Club refers to transfers of Career Average Revalued Earnings (CARE) scheme benefits between schemes made under the Public Service Pensions Act 2014 and such other public service scheme schemes whose rules are similar to those of any of the schemes made under the 2014 Act.

Career average benefits transferred in from CARE (Career Average Revalued Earnings) schemes that participate in the Inner Club are transferred on Club terms.

If the transfer goes ahead you will receive a 'Club transfer earned pension' in the scheme year in which your credit is determined, which will be subject to indexation in accordance with the 'in service' revaluation of your former pension scheme whilst you remain an active member of the HSC Pension Scheme.

A transfer of any final salary benefits will buy you a pensionable membership credit in the 2008 section calculated on Club terms.

Outer Club refers to transfers of final salary benefits between Club schemes that operate on a final salary basis – or that are able to accept final salary benefits.

A transfer of final salary benefits will buy you a pensionable membership credit in the 2008 section based on Club terms.

Career average benefits transferred in from CARE (Career Average Revalued Earnings) schemes that participate in the Outer Club only are transferred on non-Club terms.

If you have both final salary and CARE benefits, although two separate transfer credits will be offered, you must choose to transfer both the final salary and CARE scheme benefits.

More information about the Club is located on the Civil Service website at:

www.civilservice.gov.uk/pensions/transfer-club

Club calculation time limits

If your former scheme is a member of the Public Sector Transfer Club a transfer on Club terms can only be made if the length of the break between leaving the former scheme and joining the HSC Pension Scheme is no more than five years.

In addition, your signed election to proceed with the transfer must be received by your former scheme within 12 months of becoming eligible to transfer for Club transfer arrangements to apply. A request for an estimate is not classed as an election to proceed; this time limit refers to the request for payment of the transfer value.

If the conditions for the Club transfer are not met you may still be able to transfer on non-Club terms.

Annual Allowance

When transferring from another public sector scheme into the HSC Pension Scheme, any excess growth in HSC Pension benefits (for example, arising from an increase in pensionable pay) will be taken into account when calculating the pension input amount for Annual Allowance purposes.

More information about the Annual Allowance can be found on our website at:

www.hscpensions.hscni.net

Transfer in time limits

An application to transfer pension benefits into the Scheme must be made before your Normal Pension Age (NPA) and within the following time limits:

- **1995 Section:** within 12 months of joining the Scheme for the first time and before NPA, age 60.
- **2008 Section:** within 12 months of becoming eligible to join the Scheme for the first time and before NPA, age 65.
- **2015 Scheme:** within 12 months of becoming eligible to join the Scheme for the first time and before your NPA, which is equal to your State Pension Age (SPA).

Note: if you have contributed to another pension scheme during a break in HSC employment you can transfer in those pension benefits, providing the time limit is met following the break.

The HSC Pension Scheme cannot accept a transfer payment if:

- **1995 Section:** our option forms are completed or you join the Scheme after reaching age 60.
- **2008 Section:** our option forms are completed or you join the Scheme after reaching age 65.
- **2015 Scheme:** our option forms are completed or you join the Scheme after reaching State Pension Age.

Your transfer may buy less than quoted if:

- **1995 Section:** it takes more than 12 months from you joining the HSC Pension Scheme to complete.
- **2008 Section:** it takes more than 12 months from you becoming eligible to join the HSC Pension Scheme to complete.
- **2015 Scheme:** it takes more than 12 months from you becoming eligible to join the HSC Pension Scheme to complete.

Makesureyourapplicationmeetsthese timelimitsbycompletingandsendingallformstous immediately. HSC Pension Service will not accept responsibility for any delays incurred either by you or your former pension scheme.

What do I need to do to if I want to transfer?

- If you want to transfer from a corresponding health service scheme (England & Wales or Scotland), please complete Part 1 of Form A and send it to your current pensions or payroll manager so they can complete Part 2. Form A should then be returned to you. Send us the fully completed Form A immediately (Form B is not required).
- For all other transfers, complete Part 1 of Form A and send it to your current pensions or payroll manager so they can complete Part 2. Form A should then be returned to you to keep until you receive the transfer value quotation from your former pension scheme.
- To request a transfer value quotation from your former pension scheme send Form B, with Form B Notes, to your previous pension scheme immediately. Please note that if you have already received a benefit statement from your former pension scheme, this won't include the transfer details we need and should not be sent to HSC Pension Service.
- Your previous pension scheme should normally provide a transfer value quotation within three months of your request. When you receive it, send it with any option forms requiring HSC Pension Service completion and the fully completed Form A to us straight away.

Before sending the transfer value quotation to HSC Pension Service, make sure that your former pension scheme has given us all the information we need by using the checklist at the back of this guide.

- You should not complete or sign any option forms issued by your former pension scheme until HSC Pension Service has advised the transfer can go ahead and made you an offer of the credit the transfer would buy you in the HSC Pension Scheme.
- Do not send any policy documents relating to your former pension scheme to us, but keep them in a safe place until you receive our estimated transfer in credit quotation. If you decide to go ahead with the transfer, you should return any policy documents to your previous pension scheme, with any completed option forms we send you.

Contact your former pension scheme if you are having difficulty getting transfer details. Contact your payroll manager or HSC Pension Service if you need help with anything else. Our address is shown at the top of Form A.

Guaranteed transfer value

Your former pension scheme may guarantee their transfer value and set a deadline for the transfer to be completed. If they have, it is important to send us their transfer value quotation and any option forms requiring our completion as soon as possible as HSC Pension Service will not be responsible for any charges if their deadline is not met.

If you are transferring from a personal pension, stakeholder, Section 32 buyout or money purchase scheme, your former pension scheme may not guarantee their transfer value quotation.

The estimated Statement of Entitlement from the HSC Pension Scheme

The Statement of Entitlement we will send you will include an option form for your completion. If you choose not to transfer or do not respond, any subsequent enquiry will be treated as a new request and will be subject to the time limits in the normal way.

If you want the transfer to go ahead you should complete our option form and any option form(s) your former pension scheme has asked you to complete. Send the completed option forms(s) (and any other documents your former pension scheme may have asked for) to your former pension scheme as soon as possible. A delay in sending these forms to your former pension scheme may reduce the transfer in credit your transfer value will buy in the HSC Pension Scheme.

HSC Pension Scheme Group Money Purchase Additional Voluntary Contributions (AVCs)

The HSC Pension Scheme has its own Group Money Purchase AVC scheme run by Standard Life and Prudential. If you have existing money purchase AVCs and you transfer your main pension benefits to the HSC Pension Scheme, you may have the choice to transfer your AVCs to the HSC AVC scheme through Standard Life, Prudential, or both.

Please note that Standard Life has a minimum transfer limit depending on whether you will continue to make AVCs. If the AVC value to be transferred is less than £1,000, please discuss your options with them before selecting them as your provider.

If you are transferring your AVCs, the new HSC AVC provider will need to know what type of fund you wish to invest in. This means that when you complete the HSC Pension Scheme option forms sent with our estimated transfer in credit quotation, you will also need to complete the Transfer of Single Payment application form which can be obtained from your new chosen AVC provider(s).

This form should be sent to your former pension scheme when you send them the completed HSC Pension Scheme option forms. Your former pension scheme should then forward this form to HSC Pension Service when they send the transfer payment.

Failure to return this form will mean a delay in making payment to the HSC AVC provider and may result in a loss of investment. HSC Pension Service or the HSC AVC provider(s) will not accept liability for loss of investment in such circumstances.

Free standing money purchase AVC arrangement

If you had a 'free-standing' money purchase AVC arrangement through a different pension provider, you may still be able to transfer it to either of the above HSC providers. If you want to do this you should arrange this directly with your chosen HSC provider(s).

If you would like to know more, please contact Standard Life or Prudential at the addresses shown below. Do not contact HSC Pension Service or complete this application form.

Standard Life

Group Pensions Public Sector

Standard Life House

30 Lothian Road

Edinburgh

EH1 0WT

Telephone: 0800 33 33 06 Website: www.standardlife.co.uk/HSC

The transfer payment

With the exception of transfers from a corresponding health service scheme (Scotland or England & Wales), the HSC Pension Scheme cannot accept a transfer payment unless we have first provided you with an estimated transfer in credit quotation. Any payment received where this has not occurred will be returned to your former pension scheme.

If the actual payment we receive is lower than originally offered, the credit you will receive may be lower.

Complaints procedure

A complaint can be made using the contact details listed on our website at:

www.hscpensions.hscni.net

HSC Pension Service will make every effort to respond to the complaint as quickly as possible. If unable to resolve the complaint, we will assist with the next stage of our complaints procedure whereby the complainant may ask for their case to be considered under our formal dispute resolution procedures.

What is the dispute resolution procedure?

Where it is not possible to resolve a query or complaint directly with the HSC Pension Service, the HSC Pension Service has a formal internal dispute resolution procedure. To pursue a formal dispute against HSC Pension Service, please read the 'Complaints and Disputes' leaflet and then complete form 'DRP1' which can be accessed via our website at: www.hscpensions.hscni.net

Form A - Details for you and your payroll department to complete.

(Please forward this form to Payroll Shared Services)

Part 1

- Please complete your personal details in Part 1.
- Ask your local pension or payroll officer to complete Part 2. If you work part time, please make sure your local pension or payroll officer has provided your **notional whole time salary**.
- If your transfer is from another health service scheme (England and Wales or Scotland), send the fully completed Form A to us straight away. Form B is not required.
- For all other transfers, keep this form until you get transfer details from your former pensionscheme.
- **When you have all the details we have requested, send them with the fully completed Form A to: HSC Pension Service, Waterside House, 75 Duke Street, Londonderry, BT47 6FP.**

Do not complete or sign any option forms at this stage.

Title (Mr, Mrs, Miss, Dr)

Address

Surname

Former surname (if applicable)

Other names

Contact Telephone Number

Postcode

E-mail address

Status

Single

Married

Formed a civil partnership

Widow/Surviving Civil Partner

Divorced/Dissolved Civil Partnership

Are you working part-time?

Yes No

Name and address of former pension scheme

Postcode

Dates of former pension scheme membership

From ____/____/____ To ____/____/____

Your signature _____

Date ____/____/____

Part 2 Details for **your HSC employer** to complete

Title (Mr, Mrs, Miss, Dr) _____

National Insurance Number _____

Surname _____

Payroll Reference Number _____

Former surname (if applicable) _____

Other names _____

Verified date of birth (must be verified by you now, if you have not done so already)

Date Transfer Guide requested

___/___/_____

___/___/_____

Salary at commencement

Actual if whole time member

£ _____ . _____

Notional whole time if part time member. This must be given for a part time member, or our calculations will be incorrect.

£ _____ . _____

Current Salary

Notional whole time if part time member

£ _____ . _____

Date commenced HSC employment

___/___/_____

Date joined HSC Pension Scheme

___/___/_____

Is the employment a result of a Transfer of Undertaking (TUPE)

Yes No

If 'Yes' please confirm that you have given a notional whole time salary above? Yes

A Scheme guide was given to the member on joining

Signature of Pension Officer _____

Date ___/___/_____ EA / GP Code _____

EA / GP Practice Stamp

Important note: HSC employers must not complete or sign any Option Forms sent by the former pension scheme.

Form B - To be completed by former pension scheme

HSC Pension Service requires this information because I have enquired about transferring the cash equivalent of my pension with you to the HSC Pension Scheme (HSCPS).

Part 1 Member details

(Part 1 must be completed before you send this form to your former pension scheme.)

Title (Mr, Mrs, Miss, Dr)	Address
_____	_____
Surname	_____
_____	_____
Former surname (if applicable)	_____
_____	_____
Other names	Postcode
_____	_____
Name of former Pension scheme	Date of birth / /
_____	_____
Date of joining the HSC Pension Scheme	National Insurance No.
__/__/____	_____

Part 2 To be completed by the former pension scheme.

Please read Form B notes, then answer all the questions below or tell us on your documentation the relevant information required on this form and return the completed form to the above address.

Please state if your scheme is HMRC registered and tell us the pension scheme taxreference (PSTR) number Yes No

PSTR number _____

If your scheme was approved prior to 6 April 2006, we need to know the scheme type of the policy

- Club Scheme (Public Sector) - Attach your calculation and note the questions overleaf about Scheme Earnings Cap and the benefits to be transferred
- Personal pension scheme (formerly approved under Chapter 4 Part 14 of ICTA 88)
- Occupational scheme (formerly approved under Chapter 1 Part 14 ICTA 88)

If your scheme is an occupational scheme, have benefits in excess of GMP/9(2)(b) rights accrued since 17 May 1990 been equalised for male and female members? Yes No **If NO, the transfer cannot proceed**

If yes, will you indemnify the HSCPS to cover any loss if it were later found that the equalisation was insufficient? Yes No **If NO, the transfer cannot proceed**

Type of scheme - please tick and complete the boxes that apply to you.

Occupational scheme ECON number SCON number

Contracted-out Contracted-in Money Purchase Salary related

Personal pension scheme or Stakeholder scheme

Section 32 Buy-out bond Retirement Annuity - The transfer cannot proceed (see form B notes)

Dates of membership from to

Is the employment a result of a Transfer of Undertaking (TUPE)? Yes No

Dates of contracted-out from membership from to

Please advise the weekly GMP and the date the GMP is revalued to

Pre 6 April 1988 £ Post 5 April 1988 £ CA1580

Transfer value £

Pre 1997 transfer value (Total pre 1997) £

Post 5 April 1997 transfer value £

Does member have a Group MPAVC Yes No If this is to be transferred please show the amount separately to the transfer value

Was the member subject to a Scheme earnings cap? Yes No

Your calculations should state whether the member was subject to a scheme earnings cap, even if the cap was not exceeded. Where appropriate, separate transfer values must be provided for the capped and uncapped periods.

The following must be signed by an authorised officer of the Pension Scheme on behalf of the Trustees or Administrators

Name (in Upper Case) _____

Position _____

Telephone Number _____

Date / / _____

Signature _____

Email address _____

Please return the completed form to the member at the address on the previous page.

Important HSC Pension Scheme details – to be sent and read together with Form B

The 1995 and 2008 Section of the HSC Pension Scheme is a Statutory Pension Scheme and is a Registered Pension Scheme for the purposes of the Finance Act 2004 (formerly approved under Section 612(1) of the Income and Corporations Taxes Act 1988).

The 2015 Scheme is a public service pension scheme established under the Public Service Pensions Act (Northern Ireland) 2014. It is a Registered Pension Scheme for the purposes of the Finance Act 2004.

HSC Pension Service is the manager of the HSC Pension Scheme. There is no pension fund.

The Scheme's HM Revenue and Customs (HMRC) tax reference number for the 1995/2008 HSC Pension Scheme is PSTR00328820RK and for the 2015 Scheme is PSTR00821581RY

The Scheme is contracted out of the State Second Pension Scheme (S2P) under SCON 2730000B and ECON 3900000M and Guaranteed Minimum Pension (GMP) is revalued under section 148 orders.

The Scheme will only accept transfer payments including any equivalent pension benefits or Money Purchase AVCs (MPAVCs) from a HMRC Registered Pension Scheme provided they:

- are for equal benefits in accordance with the EC Treaty. We will also accept transfers from schemes where benefits in excess of a GMP have been equalised and the former scheme guarantees to make good any equalisation deficiencies should there be any
- are sufficient to cover any GMP liability
- do not include periods before 6 April 1975 for which pension contributions have been refunded
- do not include the remaining balance of the fund following a drawdown of a lump sum from the previous fund.

We are unable to accept any transfer payments from:

- a Registered Pension Scheme which was a retirement annuity approved under Section 620 (formerly a Section 226 policy) of the ICTA 1988 before 6 April 2006
- a free-standing AVC scheme, which on 6 April 2006 became a registered free-standing AVC scheme and which immediately before that date was approved under section 591(2)(h) of the ICTA 1988 (free-standing AVC schemes)
- pension credit benefits which have been obtained as a result of pension sharing proceedings
- a scheme formerly approved under Chapter III of Part XIV of ICTA 1988.

Please see the following transfer value information HSC Pension Service will need from a former pension scheme.

Personal pension scheme

The HSC Pension Scheme will accept transfers from a personal pension scheme, which is either:

- approved under Chapter IV of Part XIV of the ICTA, and on 6 April 2006 became a registered pension scheme
- established as a registered pension scheme, on or after, 6 April 2006 and which the Secretary of State agrees to recognise as a transferring scheme.

Form B details the information we need. You must tell us the ICTA1988 approval of your scheme.

Occupational pension scheme

The HSC Pension Scheme will accept transfers from an occupational scheme, within the meaning of section 1 of the Pension Schemes Act 1993, which is either:

- approved under Chapter I of Part XIV of the ICTA 1988 (retirement benefits schemes) or whose application for approval under that Chapter was under consideration, and on 6 April 2006 became a registered pension scheme for the purpose of the 2004 Act, or
- a statutory scheme as defined in section 612(1) of the ICTA 1988, and on 6 April 2006 became a registered pension scheme for the purpose of the 2004 Act, or
- a public service pension scheme established under the Public Service Pensions Act (Northern Ireland) 2014, which is a Registered Pension Scheme for the purposes of the Finance Act 2004, or
- a scheme to which section 608 of the ICTA 1988 applied (superannuation funds approved before 6 April 1980), and on 6 April 2006 became a registered pension scheme for the purpose of the 2004 Act, or
- established as a registered pension scheme, for the purpose of the 2004 Act, on or after 6 April 2006 and which the Secretary of state agrees to recognise as a transferring scheme.

Your calculations should state whether the member was subject to a Scheme Earnings Cap, even if the Cap was not exceeded. Where appropriate, separate transfer values must be provided for the capped and uncapped periods.

Form B details the information we need.

You must tell us the ICTA1988 approval of your scheme.

PLEASE DO NOT SEND ANY PAYMENT AT THIS STAGE.

Additional requirements if the transfer is from a Public Sector (Club) Scheme

A transfer under the Club arrangements can only be accepted if the length of the break between leaving the sending scheme and joining the HSC Pension Scheme is less than five years.

The HSC Pension Scheme is a member of the Inner Club and will only accept a transfer of CARE benefits on Club terms if the sending scheme is also in the Inner Club. Final salary benefits will be transferred on outer Club terms.

For a transfer from an Inner Club scheme, the sending scheme will need to provide details of any element of the Club transfer for which the member has paid for an earlier pension age.

Please send a copy of your calculation sheet.

Checklist

Please check that your application to transfer satisfies the time limits as explained in this guide. If your

application does not satisfy the time limits, a transfer is not normally possible. If you consider that you were prevented from making an earlier application because of exceptional circumstances, you should write to us so we can consider whether the time limit can be extended in your case. Please be aware that if time limits are exceptionally extended, Club arrangements will not apply and your membership credit will be calculated using your salary in the HSC Pension Scheme.

Please check which you need to send us. We need the following information to be confirmed on Form B, or any paperwork from your former pension scheme, in order to proceed with your transfer application.

We need to know:

- HMRC approval: is your former pension scheme registered and have they confirmed the PSTR number?
- Transfer from a QROPS: please ask your QROPS to provide a copy of the HMRC approval letter which confirms their status as a QROPS.
- Were you subject to the earnings cap in your former scheme? If so your former pension scheme should have advised us of the membership subject to the earnings cap and sent separate transfer values for the capped and uncapped periods.
- Did you have money purchase AVCs with your previous pension scheme? If you did, this should be shown separately and not included in the main transfer value.

If your previous pension scheme was approved by HM Revenue and Customs prior to 6 April 2006 we need to know:

- If personal pension scheme: was it formerly approved under Chapter 4, Part 14 of ICTA 1988? If
- occupational pension scheme: was it formerly approved under Chapter 1, Part 14 of ICTA 1988?
- The dates you contributed to your previous pension scheme.

If your previous pension scheme was contracted out, we need to know:

- The total transfer value and the post 5 April 1997 transfer value.
- The dates of contracted out membership.
- The ECON and SCON numbers.

Make sure:

The transfer value is a current quotation and any guarantee period has not yet expired.

You include any option forms required by your former pension scheme, but do not sign them at this stage.

PLEASE DO NOT SEND US ANY POLICY DOCUMENTS

Notes

Please use this area to note down information about your HSC Pension. You may wish to keep a record of any contact you have with HSC Pension Service.