



HSC Pension Service

Provided by

Business Services Organisation

Welcome to HSC Pension Service GP Newsletter

This newsletter is for all general practitioners (GPs) who are members of the HSC Pension Scheme. This communication will include all relevant updates and procedures regarding the administration of principal, salaried and locum GPs. Please read carefully and retain for future reference.

Principal and salaried GP's should use gpcertificates@hscni.net mail box.

Locum GPs should use GPLocums@hscni.net mail box.

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December 2025

1. Annual Certificate of Pensionable Profit 2024/25

The Annual Certificate of Pensionable Profit 2024/25 was uploaded to the HSC Pension Service website on the 05th December 2025. Please see the link where this can be accessed—
[Principal GPs | HSC Pension Service](#)

The Annual Certificate of Pensionable Profit 2024/25 is due to be returned to HSC Pension Service in Excel format by **28th February 2026**. All returns should be sent to gpcertificates@hscni.net.

Only Annual Certificates that are received by the due date **28th February 2026** will be included to calculate the Northern Ireland Average for Seniority purposes.

Once housekeeping and reconciliations of the Annual Certificates have been completed by the team we will then start processing 2025 Annual Benefit Statements and 2025 Annual Allowance in order of date received.

2. Email Queries

The GP Certificates Inbox (gpcertificates@hscni.net) receives a high volume of emails on a daily basis.

When contacting the Practitioner section via email can you please include as much information as possible in your query so we can answer your query quickly and efficiently.

Please include part of your National Insurance number and date of birth so we can access your member record and provide you with the required information. Failure to provide this information will result in HSC Pension Service contacting you for this information which will delay how quickly and effectively we can respond to your query.



3. Registering for Member Self-Service (MSS)

Annual Allowance and Annual Benefit Statements are published on Member Self-Service so it is important that all GPs should now have registered for the Member Self-Service facility.

If you have not registered please visit our website at—
[HSC Member Self Service | HSC Pension Service](#)

For assistance in registering for Member Self-Service please see—
[HSC Member Self Service | HSC Pension Service](#)

The information provided to you on Member Self-Service can easily be shared with third parties such as your accountant for financial advisor.

Please note that all requests from financial advisors regarding your benefits are now chargeable. Our Schedule of charges is available on our website—
[Schedule of Charges for Pension Benefit Estimates | HSC Pension Service](#)

4. HSC Pension Service Christmas Arrangements

HSC Pension Service will be closed on Thursday 25th, Friday 26th December 2025 and Thursday 1st January 2026.

As we near the end of 2025 in what has been a challenging year for all of us, the Practitioner Team would like to take this opportunity to convey our appreciation for your ongoing support and co-operation.

We wish you all a safe and happy Christmas period and we look forward to working with you again in 2026.



