Hertfordshire Pension Fund

Admitted Body Application Form

General Notes

- Please provide the following information to apply for Admitted Body status within the Hertfordshire Pension Fund.
- **Please ensure all fields are completed within this document. The admission cannot proceed if data is incomplete.**
- **By signing this document, the contractor is agreeable to the associated costs to join the Hertfordshire Pension Fund as detailed within the Charging Policy.**
- Once completed please email this form along with the ‘TUPE Membership Data’ excel spreadsheet to: Hertsfundemployers@hertfordshire.gov.uk

Section 1: Outsourcing Employer (Original Ceding Employer)

Employer name			
Contact name		**Job title**	
Email address		**Tel. no.**	

Section 2: Contractor Details

Employer name			
Registered address			
Company registration no.			
Company type	☐ Trust ☐ Limited Company	**If Limited Company, tick appropriate box**	Liability limited by: ☐ Shares ☐ Guarantee
Managing Director name & email address			
Contact name for TUPE arrangements		**Job title**	
Email address		**Tel. no.**	

Contractor's Payroll Provider Contact Details			
Company name			
Company address			
Contact name		**Tel. no.**	
Email address			

Contractor's Human Resource Contact Details			
Company name			
Company address			
Contact name		**Tel. no.**	
Email address			

Section 3: Admission Agreement Details		
Start date of contract		
Length of the contract		
Break points in contract (if applicable)		
Include extension clauses in years (if applicable)		
Type of Admission Agreement	☐ Open ☒ Closed	***Note – A closed admission is when no additional staff can join once the contract has commenced. Typically, all agreements are closed. If an open agreement, please contact the Fund to discuss.***
Admission basis [Fixed Rate Policy]()	☐ Fixed Rate Pass Through	***Note - The rate is fixed for the life of contract, with no fluctuation in employer contribution rate.***
	☐ Pass Through – not fixed rate	***Note -The employer contribution rate follows the rate that the ceding employer pays. This is subject to change at each valuation or if the ceding employers rate changes mid-valuation cycle.***
	☐ Variable	***Note - The employer rate is calculated individually and is subject to change at each valuation.***

Section 3 (Continued): Admission Agreement Details		
Indemnity arrangements *Admission agreements are triparty agreements between the ceding employer, contractor, and Herts Pension Fund. The ceding employer must act as guarantor.*	Is a Bond required	Yes / No *(delete as appropriate)*
	Bond type	☐ Full Bond ☐ Redundancy-only Bond
	Guarantor	Yes / No *(delete as appropriate)*
	Name of Guarantor	
Number of employees to be included under the agreement	*(Include employees who are eligible even if they are not currently active members of the pension scheme)*	
TUPE membership data	Please complete the 'TUPE Membership Data' excel spreadsheet.	

Section 4: Signatures – Ceding Employer, Contractor and Fund

Please check and review the above details you have completed. Please ensure that all fields are fully completed. The admission will not be processed until all required data has been provided.

The ceding employer must ensure they have agreed the basis of admission and indemnity (if applicable), detailed under Section 3.

By signing this document, you are confirming that all details above are correct, and you authorise these to be used to form the basis upon which to draft the admission agreement.

By signing this document, the contractor agrees to the associated costs to join the Hertfordshire Pension Fund as detailed within the Charging Policy.

Ceding Employer Authorisation	
Authorising name	
Job Title / Position	
Authorising signature	
Date of signature	

Contractor Authorisation	
Authorising name	
Job Title / Position	
Authorising signature	
Date of signature	

Hertfordshire Pension Fund Authorisation to proceed with admission	
Pension Fund Authorising Officer	
Authorising signature	
Date Fund agreed to proceed with the admission	