

Scottish Housing Associations' Pension Scheme

Employer Application Form

Defined Benefit (DB) and Defined Contribution (DC)

This form will enable your organisation to participate in the Scottish Housing Associations' Pension Scheme (SHAPS) operated by TPT Retirement Solutions for your employees.

As part of the application process TPT will undertake Know Your Client (KYC) checks, which will require the collation of further information about your business and key individuals involved in the running of the business.

Please complete all the sections and return, including the Direct Debit form, to TPT Retirement Solutions Ltd, by email to clientrelations@tpt.co.uk, or by post to 5th Floor, 3 South Brook Street, Aire Park, Leeds LS10 1FT.

Employer's Declaration

To Verity Trustees Ltd (The Trustee of TPT)

WE HEREBY APPLY to become an employer
participating in the Scottish Housing Associations' Pension Scheme – SHAPS (the Scheme) as from
and in consideration of such admission WE HEREBY UNDERTAKE AND AGREE
to observe and perform all of the provisions of the Trust Deed and Rules and, where applicable, the Scheme Document relating to the Scheme and the Employer Guide and agree that such provisions shall be binding on us. Additionally, we undertake to advise the Trustee, in writing, immediately on going into liquidation, receivership or administration, becoming bankrupt or if a change of ownership or restructuring takes place 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 we will be required to pay a levy towards the cost of an insurance policy against the risk of any fine or penalty being imposed on the Trustee.

WE further 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 if we are joining the Defined Benefit (DB) structure of the multi-employer scheme we may be liable for cessation debt under Section 75 of the Pensions Act 1995 if we cease to participate in the Scheme.

The SHAPS Employer Committee acts as a representative body for participating employers in the Scheme and as a conduit for their views when consulted by the SHAPS Scheme Committee, a sub committee of the Trustee. We hereby agree as follows:

1. To the extent that we would otherwise have any power or right in respect of the Scheme under the Pensions Acts 1995 and 2004, the power or right will be exercisable by the SHAPS Employer Committee and not by us. In particular, we nominate the SHAPS Employer Committee as our representative for the purpose of s229 Pensions Act 2004 (consultation as to the valuation of the Scheme's liabilities, the Scheme's statement of funding principles and schedule of contributions, and any recovery plan required under the Act).
2. Under the terms of the Scheme, certain powers which (in the absence of the SHAPS Employer Committee) would be exercisable by the employers will be exercisable by the SHAPS Employer Committee and not by the employers. This means that the SHAPS Employer Committee, as our representative, will be responsible for consulting and reaching agreement with the Trustee as to the Scheme's investment strategy and as to any changes to the Scheme.
3. In exercising any power and in acting as our representative, we agree that the SHAPS Employer Committee may act as it thinks fit. It will have regard to such information as it has as to the wishes and circumstances of employers, but will not be required to seek such information from the employers. However, it may take into account views from employers when carrying out its responsibilities and functions. The SHAPS Employer Committee will also act as a conduit for the employers' views in respect of any changes which they may think desirable.
4. Under the Pensions Act 2004, the employer is required to notify The Pensions Regulator if certain 'notifiable events' occur in relation to the employer. We undertake that if such an event occurs, we will also notify TPT.
5. We agree to the use of TPT's eBusiness facility for the submission of contribution data and, where applicable, TPT's HR Data system for the enrolment of new DC joiners and maintenance of DC member data. We understand that by signing this form we agree to the terms and conditions as set out in the Scheme rules.

Full Name:

Position:

Date:

Signed:

1 | Employer's details

Full Name of Employer:

Alternative Name (if required):

Organisation Address:

Postcode:

Website:

General Email:

General Telephone Number:

2 | Contact information

The Employer Portal

Login details for the Employer Portal are provided, where applicable, to contacts in order for them to access TPT's applications:

- **eBusiness**

eBusiness is used to view, upload and submit monthly contribution data. Users with access to eBusiness are also able to access the HR Data application.

- **HR Data**

The HR Data system is used to enrol new DC members and view and amend members' employment and personal data. Users with HR Data access are also able to access the eBusiness application.

- **DB Accounting Modeller***

The DB Accounting Modeller provides sufficient information for DB accounting for financial years ending on or after 31 March 2019. **For SHPS and SHAPS employers with a DB obligation only.*

- **Financial Assessment**

An annual questionnaire used to assess the covenant strength of employers with DB schemes.

Senior Decision Maker contact details

Title (Mr/Mrs/Miss/Ms):

Full Name:

Position:

Organisation Address (if different to section 1):

Postcode:

Direct Telephone Number:

Direct Email:

(This must be an individual email address, not a group one)

Please select which of the following applications the contact should have access to:

(If no access is required, please leave blank)

eBusiness & HR Data

DB Accounting Modeller

Financial Assessment

Primary Admin contact details

Title (Mr/Mrs/Miss/Ms):

Full Name:

Position:

Organisation Address (if different to section 1):

Postcode:

Direct Telephone Number:

Direct Email:

(This must be an individual email address, not a group one)

Please select which of the following applications the contact should have access to:

(If no access is required, please leave blank)

eBusiness & HR Data

DB Accounting Modeller

Financial Assessment

Primary Payroll contact details

Title (Mr/Mrs/Miss/Ms):

Full Name:

Position:

Organisation Address (if different to section 1):

Postcode:

Direct Telephone Number:

Direct Email:

(This must be an individual email address, not a group one)

Please select which of the following applications the contact should have access to:

(If no access is required, please leave blank)

eBusiness & HR Data

DB Accounting Modeller

Financial Assessment

Additional contact details

Title (Mr/Mrs/Miss/Ms):

Full Name:

Position:

Organisation Address (if different to section 1):

Postcode:

Direct Telephone Number:

Direct Email:

(This must be an individual email address, not a group one)

Please select which of the following applications the contact should have access to:

(If no access is required, please leave blank)

eBusiness & HR Data

DB Accounting Modeller

Financial Assessment

If you need to add any further contacts please do so on a separate sheet.

3 | Employer information

Nature of business:

Approximate number of employees who will be eligible to join the Scheme (as at current date):

Full-time:

Part-time:

Non-eligible:

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

Yes

No

If yes, how long?

Customised default retirement age (55+)

For DC structure only, default is age 65.

Month of annual salary review:

Average salary:

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

Yes

No

Is salary sacrifice used?

Yes

No

PAYE number*:

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

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 Industry & Provident Society | Yes | No | Registration No: |

If your organisation doesn't fall into one of the above categories, please provide details of the nature of your business, e.g. your Memorandum and Articles of Association or statement of business aims.

Are you associated with any other organisation and, if yes, what is the relationship and who is the parent company?

4 | Proposed benefit structure

Defined Benefit Options:

(only complete if you are offering a defined benefit structure)

Final Salary (FS) 60ths CARE 80ths
 Career Average Revalued Earnings (CARE) 60ths CARE 120ths
 CARE 70ths

Please indicate the % contribution rates that will be paid by the employee and the employer for each benefit structure selected above.

	FS 60th	CARE 60th	CARE 70th	CARE 80th	CARE 120th
Employer	%	%	%	%	%
Employee	%	%	%	%	%
Total	21.0%	18.9%	16.2%	14.2%	9.6%

Please note: Scheme expenses are paid separately. The total employee and employer contributions must equal the total contribution shown for each structure selected.

Defined Contribution Options:

(only complete if you are offering a defined contribution structure)

Employee contribution rate:

(If fixed rate please enter the rate in both boxes.)

Min: % Max (if no max. enter 100%): %

What type of contributions does the **employer** pay?

Fixed rate: %
(fixed percentage of salary)

Multiple of employee rate: **X**
If there is a maximum employer rate, please enter it here: %

Employer matches employee rate
If there is a maximum employer rate, please enter it here: %

Employer matches employee rate, plus an additional fixed percentage: **%**
If there is a maximum employer rate, please enter it here: %

Pensionable Pay:

The minimum contribution rates for your scheme depend on which elements of pay your employer classes as pensionable. Please select your definition of pensionable pay from the four options below.

Select	Pensionable Pay Definition	Minimum Employer Contribution from 6 April 2019	Minimum Total Contribution from April 2019 (Employee + Employer)
<input type="radio"/>	Qualifying Earnings	3%	8%
<input type="radio"/>	Set 1 (Contributions paid on basic pay only)	4%	9%
<input type="radio"/>	Set 2 (Contributions based on basic pay only where basic pay for all scheme members added together equals at least 85% of their total earnings before tax)	3%	8%
<input type="radio"/>	Set 3 (Contributions are based on full earnings before tax)	3%	7%

Useful information

Qualifying Earnings: the range of “qualifying” earnings is updated annually by the Department for Work and Pensions. The Pensions Regulator’s website shows [the range of earnings for this year or previous years](#).

Pensionable Pay: to learn more about which elements of pay are classed as pensionable, click [here](#).

Auto-enrolment: to learn more about your employer duties under auto-enrolment, click [here](#) to view guidance from The Pensions Regulator.

More Questions: If you have any more questions about pensionable pay or auto-enrolment in general, please call the Employer Support Team on **0113 394 2770** or email us at employersupport@tpt.co.uk

5 | Life assurance (for SHAPS DC only)

Lump sum death benefits (tick box where applicable)

We do not require any lump sum death benefits within SHAPS DC

OR

We require the following lump sum death benefit to apply to all members: **X salary** (e.g. 3 times salary)

Please note: there is a charge for providing this benefit.

Please refer to our [Life Assurance document](#) for more information on life cover.

Where did you hear about TPT?

Please return your form by email to clientrelations@tpt.co.uk, or by post to the Client Relations Team
TPT Retirement Solutions Ltd, 5th Floor, 3 South Brook Street, Aire Park, Leeds LS10 1FT
Tel: **0113 394 2754** Website: www.tpt.co.uk

Personal data which is held will be processed in line with data protection laws.
For more information see www.tpt.co.uk/privacy-policy. The Data Controller is TPT Retirement Solutions Ltd.

