**Local Government Pension Scheme (LGPS)**

**Royal Borough of Kensington and Chelsea (RBKC)**

**Other Pension Rights declaration form**

**Part A – Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| NI Number |  |
| Date of Birth |  |
| Home Address |  |
| Email Address |  |

**Part B – Other Pension Rights**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Scheme | Address of scheme administrators | Membership Dates | Do you wish to investigate a transfer? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part C – Declaration**

**I authorise RBKC Pensions** to obtain information about my membership pension scheme(s).

**I authorise the administrators of the pension scheme(s) named above** to release to **RBKC Pensions** **Team** the information they request about my previous / ongoing pension scheme membership.

|  |  |
| --- | --- |
| Signed: | Date: |

**Transfer In – Guide for members**

**Completing this form**

You should complete this form to inform us about any previous pension rights you may have, including pensions that may already be in payment.

If you wish to investigate the transfer of previous pension rights from another pension scheme to the RBKC fund of the LGPS, you should make an application **within 12 months** of joining the scheme.

If you wish to investigate the transfer of previous LGPS membership to RBKC then you should make an application **within 12 months** of joining RBKC. Depending on the dates and type of membership you hold, transfer of membership may require an election before the transfer is to proceed. In some instances, previous LGPS membership will be automatically transferred after 12 months if you have not elected to retain separate benefits.

Your date of birth will determine the date your LGPS benefits are payable, and the transfer calculation and must be verified before any pension transfer can be completed. Before you return this form to the Pensions Team, please arrange for a representative of your employer to certify a photocopy of your birth certificate or passport and attach it to this form. The copy should:

* Be stamped with an official stamp of your employer
* Include the words ‘Certified a true copy of the original’
* Be signed and dated by a representative of your employer

Please be aware that, by completing this form, you are not making a commitment to proceed with the transfer. You will be asked for your final decision after we have informed you of benefits the transfer would provide.

**What happens next?**

We will contact your other pension schemes to confirm details of your membership and/or the transfer value of your other pension benefits.

Once we have received the pension transfer quotation , we will give you an estimate of the additional benefits that would be awarded in the LGPS if the transfer were to proceed. At that point we would ask for your final decision.