

Who this form is for

When we refer to 'Standard Life' we mean 'Standard Life Assurance Limited'.
 This form is for employers who wish to use an existing Standard Life Pension Scheme or Plan as a Qualifying Workplace Pension Scheme (QWPS) for a particular employee to meet their obligations as set out in the Pensions Act 2008.

GEN30E 0120

For office use only:

Filling in this form

Please use BLOCK CAPITALS to fill in this form. Do not use correction fluid if you make a mistake. If you need to correct a mistake, please initial any changes you make.

Please complete the form, photocopy it, keep the photocopy and send the original form to us at the following address: **Standard Life, Standard Life House, 30 Lothian Road, Edinburgh, EH1 2DH.**

Part 1 – Employer details

Full name of Employer	<input type="text"/>	
Co. Reg. No. or Partnership No. (where applicable)	<input type="text"/>	
Address		
Building number	<input type="text"/>	
Street	<input type="text"/>	
City/Town	<input type="text"/>	
County	<input type="text"/>	Postcode <input type="text"/>
Telephone number (inc. STD code)	<input type="text"/>	

Part 2 – Employee details

Please tell us the employee's plan number and national insurance number.

Employee Name	<input type="text"/>
Employee Plan Number	<input type="text"/>
National Insurance Number	<input type="text"/>

Part 3 – QWPS staging date

What is your QWPS staging date? (DD/MM/YYYY)

If you do not have a QWPS staging date, please enter your 'duties start date'.

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Do you have a postponement period?

Yes No

When does your postponement period end? (DD/MM/YYYY)

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Part 4 – QWPS employer terms and conditions

The Employer agrees to the following terms and conditions.

1. Payment information

1.1 The Employer acknowledges that it is under a legal obligation to ensure that sufficient payments are made in respect of the Employee to ensure they continue to be active members of a QWPS (unless the Employee has exercised their right to leave active membership or reduces or stops their own payments) and the Employer acknowledges that the Provider has not undertaken to do this on its behalf.

2. Direct Payment Arrangement

- 2.1 The Employer must ensure that a Direct Payment Arrangement is in place before the QWPS Start Date.
- 2.2 The Direct Payment Arrangement must cover
 - a) Employer payments in respect of the Employee
 - b) any agreed Employee payments deducted from the Employee's salary, and
 - c) the due dates for these payments

3. Provide information to employees

3.1 The Employer must tell the Employee that the Scheme or Plan is their qualifying scheme by issuing Existing Member of Qualifying Scheme Information to them.

4. Provide full and accurate information

- 4.1 The Employer shall provide the Provider with full and accurate information and comply with the data protection law.
- 4.2 If the Employer becomes aware that information sent to the Provider is inaccurate or incomplete, it shall inform the Provider as soon as practicable (and in any event within 28 days) and take all steps reasonably required by the Provider to ensure any inaccurate or incomplete data is rectified.
- 4.3 The Employer shall comply with any request for information made by the Provider to enable the Provider to comply with its record keeping duties under the 2008 Act. The Employer shall provide such information with 28 days of the date of the request.
- 4.4 If as a result of the Employer's failure to provide accurate and complete information to the Provider, work is required to correct any inaccuracies, the Provider reserves the right to charge the Employer a reasonable sum in consideration for any time spent rectifying these inaccuracies.



Date required

If your first member of staff starts working for you on or after 1 October 2017, your legal duties date begins on the day your first member of staff starts work. This is known as your 'duties start date'.

An Individual Pension cannot be used as a QWPS if we have not received the QWPS notification form before your staging date or the end of the postponement period if applicable. If the staging date or postponement period has passed, you will need to auto enrol the member into a qualifying scheme, otherwise you aren't meeting your legal duties.

Any Employee payments should be deducted from salary and forwarded to Standard Life (usually by direct debit).

Part 4 – QWPS employer terms and conditions (*continued*)

5. Change in employee's status

- 5.1 The Employer shall inform the Provider as soon as reasonably practicable (and in any event within 28 days) if the Employee leaves active membership of the Scheme or Plan.

6. Guidance tools

- 6.1 The Provider may make Guidance Tools available on the Provider's website to (among other things) assist the Employer in determining its payment responsibilities in relation to the Employee shown in Part 2.
- 6.2 The Employer acknowledges that any Guidance Tools provided by the Provider are for informational purposes only.

7. Other requirements

- 7.1 The Provider may amend or revoke any of these terms and conditions from time to time. Unless the Provider considers there to be exceptional circumstances, the Provider shall give the Employer 28 days notice of any changes to the terms and conditions.
- 7.2 Any Payments to the Scheme or Plan must be paid in pounds sterling from a UK bank account.
- 7.3 The Employer agrees to cooperate with the Provider to ensure the efficient administration of the Scheme or Plan.

8. Glossary

2008 Act means the Pensions Act 2008 and any regulations made thereunder.

Direct Payment Arrangement has the meaning given in Section 111a of the Pensions Scheme Act 1993 and is the agreement that the Employer has with the Employee over the payment of contributions.

Duties start date means the date shown in part 3 and is the date (from 1 October 2017) that the employer has legal duties on behalf of the employee.

Employee means a worker as defined by section 88 of the 2008 Act and whose details appear in Part 2 of this form.

Employer means the person or entity identified in Part 1 of this form.

Existing Member of Qualifying Scheme Information means the information set out in regulation 33 of the Automatic Enrolment Regulations.

Guidance Tools means any of the tools made available on the Provider's website aimed at providing the Employer with illustrative information on any aspect of its duties under part 1 of the 2008 Act.

Jobholder has the meaning given in section 1 of the 2008 Act.

Plan means a pension plan administered by the Provider, which has been chosen by the Employer as its QWPS and identified by the Plan or Scheme number shown in Part 2.

Provider means Standard Life Assurance Limited.

QWPS means a qualifying workplace pension scheme as defined by section 16 of the 2008 Act.

QWPS Staging Date means the date shown in Part 3 and is the staging date set by HMRC.

Scheme means the pension scheme, registered under Part 4 of the Finance Act 2004 and administered by the Provider, which has been chosen by the Employer as its QWPS and identified by the Plan or Scheme number shown in part 2.

Any reference to legislation (including regulations) includes any amendment or replacement to the legislation.

