

ANNEX 1

TPR regulatory requirements

Records of member and beneficiary information

All the criteria from part 4 of the Regulations has been taken and a report written (Appendix A) to show completeness of data in the following areas:

Section	Criteria	Report highlights if:
4.1a	the name of each member and of each beneficiary	missing or just initials present
4.1b	the date of birth of each member and of each beneficiary	Field is blank, member is under 16 or over 75 (actives and deferreds)
4.1f	the national insurance number of each member who has been allocated such a number	Field is blank, incorrect format, temporary NI number and they are over 16
4.1d	the last known postal address of each member and of each beneficiary	report picks up missing address line 1 or postcode and gone away indicator set
4.1c	the gender of each member and of each beneficiary	Sex & Title – blank and mis-match
4.1e	each member's identification number in respect of the scheme	Ident 2 – payroll reference missing for active members
4.1g	<p>in respect of each active member, deferred member and pensioner member</p> <p>(i) the dates on which such member joins and leaves the scheme</p> <p>(ii) details of such member's employment with any employer participating in the scheme including:</p> <p>(aa) the period of pensionable service in that employment</p>	<p>date joined fund blank</p> <p>hours showing as a % or incorrect format</p>

Data that is required by the Regulations but not included in the core data report are listed below together with how they will be reported:

Section	Criteria	How we will report
4.1g	<p>in respect of each active member, deferred member and pensioner member</p> <p>(i) the dates on which such member joins and leaves the scheme</p> <p>(ii) details of such member's employment with any employer participating in the scheme including:</p> <p>(aa) the period of pensionable service in that employment</p> <p>(bb) the amount of pensionable earnings in each year of that employment</p>	<p>The core report shows start date but not leaving date. A record cannot be moved from active without a leaving date.</p> <p>From Year End exercise and from iConnect updates identify and report on missing starter and leaver forms.</p> <p>Period of pensionable service is recorded in hours for the final salary scheme. The core report picks up any hours in the incorrect format but cannot check for accuracy. The report does also not show missing hours for casual workers which are generally not updated until the member leaves. An exercise to complete all missing casual hour data will be part of the improvement plan</p> <p>Pensionable earnings are updated either annually as part of the year end process & monthly as part of the iConnect update. Missing data could be due to missing leaver forms or incomplete data from the</p>

		employer at year end. Following the Year End exercise employers will be chased to clear all missing data.
4.2	<p>In respect of each member's rights and, where applicable, of each beneficiary's entitlement, to any benefits which are not money purchase benefits, injury benefits or compensation benefits under the scheme, the records which are specified are:</p> <p>(a) any formula or formulas used for calculating the member's or beneficiary's pension or benefit</p> <p>(b) the percentage to be applied in respect of revaluation for each year to the member's accrued rights to benefits under the scheme</p> <p>(c) any increase to be applied to the pensioner member's or beneficiary's pension or benefit in payment in each year</p>	<p>link to relevant GAD guidance from TPR control spreadsheet</p> <p>link to Pensions Increase tables & revaluation treasury order from the TPR control spreadsheet</p> <p>link to Pensions Increase tables & revaluation treasury order from the TPR control spreadsheet</p>
4.3	<p>In respect of each member's rights to any money purchase benefits under the scheme, the records which are specified are:</p> <p>(a) any investment decisions taken by, or in relation to, the member;</p> <p>(b) any investments held on behalf of the member; and</p> <p>(c) any anticipated date of retirement notified by the member</p>	<p>all of these are held by Equitable Life & Friends Life in respect of our AVC members, however we will undertake a reconciliation exercise for all AVC members</p>
4.4 & 4.5	<p>In respect of pension credits & debits under section 29(1)(b) of the Welfare Reform and Pensions Act 1999(b) (creation of pension debits and credits) or</p>	<p>link to procedure for dealing with pensions debit from TPR control spreadsheet. This process ensures that the correct details are updated on the system.</p>

	<p>under article 26(1)(b) of the Welfare Reform and Pensions (Northern Ireland) Order 1999(c) (creation of pension debits and credits), the records which are specified are records of any information relevant to calculating each member's rights under the scheme which are attributable (directly or indirectly) to a pension credit.</p>	
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