

SLA Requirement Reporting

Appendix 2a

| | Requirement | Reporting Start Date | Reporting End Date | Other Information |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retirement (from Active) | 5 working days from receipt of the leaver notification to write to the member with their options | Date Leaver Notification Received | Date Retirement Options are Printed & Sent | SLA reporting remains the same regardless of whether the member is retiring before, on or after their NPA |
| Retirement (from Deferred) | Write to the member with their options 1 month before their intended retirement date | 1 Month Prior to Retirement Date | Retirement Date | SLA reporting remains the same regardless of whether the member is retiring before, on or after their NPA |
| Deaths | 5 working days from receipt of all necessary information to make payment. | Receipt of Death Certificate | Date Confirmation of Death Benefits Payable are Printed & Sent | We report on the first payment made in respect of a death case only, for example, we may have all necessary information to pay the surviving spouse a pension but may be waiting for further information, such as probate, to enable us to pay the death grant or vice versa. |
| Refund of Contributions | 10 working days in which to send members a quotation of the refund payable where they have not responded, within 30 days, to our initial communication sent to notify them of their rights on leaving. | 30 days following initial communication to notify member of rights | Date Refund Options are Printed & Sent | |
| Deferreds | 20 working days to notify member of their deferred benefits from either the date the member elects for deferred benefits or the 30 day deadline where they have not responded to our initial communication sent to notify them of their rights on leaving | 30 days following initial communication to notify member of rights or date of receipt of election to defer benefits | Date Deferred Benefit Notification is Printed & Sent | |

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| Transfers In | 10 working days to provide a quotation of the benefits the transfer would provide from the point at which we have received the transfer value from the sending scheme | Date of Transfer Value Received from Sending Scheme | Date Transfer In Options are Printed & Sent | |
| Transfers Out - Notification | 10 working days to provide a transfer value quotation to a member from the date of their request. | Date of Request from Member | Date Transfer Quotation is Printed & Sent | |
| Transfers Out - Payment | 10 working days to make payment of the transfer value from the point at which we receive the members election to proceed with the transfer | Date of Election from Member | Date Confirmation of Transfer Payment if Printed & Sent | SLA reporting excludes any days where we are waiting for a response from an external source, such as HMRC to confirm the registration status of the scheme etc. |
| Estimates | 10 working days to provide both members and employers with estimates from the date of their request. | Date of Request from Member or Employer | Date Estimate is Printed & Sent | APF policy on this is to provide one free estimate per year where the request is within 1 year of the intended retirement date. All other requests are chargeable in line with our policy |