

The Cardiff and Vale of Glamorgan Pension Fund

Local Government Pension Scheme Regulations

Opt In Form – Cardiff Works Employees

Please contact the Pensions Team if you would like this form in Welsh.
Cysylltwch â'r Tîm Pensiynau os hoffech gael y ffurflen hon yn Gymraeg.

Please only use this form if you:

1. Previously opted out and now want to re-join
- or
2. Have a temporary contract of less than 3 months

1. PERSONAL DETAILS– Please complete in block capitals

Surname: Title:

Forenames:

Address:

DOB: Pay No: N.I. No:

Employer: Date started work:

2. ELECT TO JOIN THE LOCAL GOVERNMENT PENSION SCHEME – please tick and sign below

Please tick the box if you want to join the Local Government Pension Scheme

Signed: _____ Date: _____

3. PREVIOUS PENSION RIGHTS – please tick one of the following boxes

I have no previous pension rights which could be transferred into the Cardiff and Vale of Glamorgan Pension Fund

I do have previous pension rights but do not wish to transfer them into the Cardiff and Vale of Glamorgan Pension Fund - see note below*

I do have previous pension rights and I would like you to contact my previous pension provider(s) – if you choose this option you will also need to complete a **Transfer Authorisation Form 4FPE002**

You must decide to transfer previous pension benefits into the Cardiff and Vale of Glamorgan Pension Fund **within 12 months of joining the LGPS**. If you have previous membership of LGPS these benefits may be transferred automatically unless you instructed us not to within the first twelve months of joining Cardiff and Vale of Glamorgan Pension Scheme.

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TO BE COMPLETED BY ALL EMPLOYEES – if you don't have any previous pension benefits state none

4. PREVIOUS MEMBERSHIP OF PENSION SCHEMES

Please list below full details of any previous employment and previous pension scheme membership, including previous membership of Local Government Pension Scheme (LGPS). We need this information even if you have decided you do not want to transfer your pension benefits. We need this information when you retire to ensure your benefits are calculated correctly. **Failure to supply this information could adversely affect your pension rights and could lead to penalties under HMRC rules.**

Name and address of Previous Employer	Type of Pension Occupational, Personal Pension etc.	Title of Position	Employment Dates To and From	Status of pension e.g. refunded, frozen, transferred, paid as pension

5. DATA PROTECTION ACT – to be completed by all employees

I the undersigned, understand that:

1. The employers, managers and administrators have a legal obligation and a legitimate interest under the Data Protection Act 2018 in processing data relating to me and people who may benefit from my membership of the Scheme
2. This may include passing such data to the Scheme's employer, prospective employers, administrators, auditors, actuary, insurers, medical advisors, lawyers and other such third parties as deemed necessary for the operation of the Scheme
3. Cardiff County Council is, for these purposes, the Data Controller under the Data Protection Act 2018

I confirm that the information I have provided on this form is correct and complete, for the purposes of administering the Local Government Pension Scheme outlined above.

Signed: _____ **Date:** _____

Please return the completed form to **your employer's Payroll or Human Resources department.**
Cardiff Works employees should return to Cardiff Works

Information collected using this form will be processed by, or on behalf of, the Cardiff and Vale of Glamorgan Pension Fund, for the purposes of administering the scheme. Further details can be found in our data protection notice, available on the website.