

New Admission Body Requests Form

This form should be used by an LGPS outsourcing employer to notify South Yorkshire Pensions Authority of the outsourcing of a service or function. **Sections 8 and 9 will need to be completed by the contractor.** Once complete please return this form along with a completed member data file to support@sypa.org.uk

Name of outsourcing employer
(the scheme employer that has awarded the contract)

Registered office

Company number

It is important that you complete the contact information in full:

SECTION 1 Contact details of outsourcing employer to REVIEW the Admission Agreement

Name of main contact Job title/position

Email Telephone No

SECTION 2 Contact details of outsourcing employer to SIGN the Admission Agreement

Name of main contact Job title/position

Email Telephone No

SECTION 3 Service contract details

Service contract start date Date of TUPE transfer

Number of TUPE staff Length of contract

Details of service contract *Cleaning/catering etc:*

SECTION 4 Billing address for recharging actuarial and legal fees

Contact Title

Address

Email

SECTION 5 Contractor details

Has the contract been awarded Yes No

Will the contractor be applying for Admitted Body status in the fund? Yes No

Is the body a limited company? Yes No

Passthrough is the default approach for the admissions of all new contractors in the fund. For avoidance of doubt, this would apply to contracts established by Councils, Police and Fire Authorities and Academy Trusts (“the Ceding employer”) Please refer to our Funding Strategy Statement [here](#)

Is the agreement open or closed to new members? Open agreement Closed agreement

Please refer to the employer section of the website for details on the associated legal and actuarial fees.

[How to become a South Yorkshire Pension Fund employer \(sypensions.org.uk\)](#)

It is important that you complete the contact information in full:

SECTION 6

Details of new contractor

Name of contractor

Registered address

Company number of contractor

SECTION 7

Main contact details of contractor

Name

Job title/position

Email

Telephone No

SECTION 8

Contact details of contractor to REVIEW the Admission Agreement

Name

Job title/position

Email

Telephone No

SECTION 9

Contact details of contractor to SIGN the Admission Agreement

Name

Job title/position

Email

Telephone No

Please use the space below to provide any additional information on the contract

SECTION 10

Further Instructions

Once completed can you please email the form to support@sypa.org.uk

If you have any problems please contact;

South Yorkshire Pensions Authority, Oakwell House, Bevor Court, Pontefract Road, Barnsley, S71 1HG.

Tel: 0300 303 6160

Data Protection

The Audit Commission appoints an auditor to audit our accounts. It is also responsible for carrying out data matching exercises. The Audit Commission currently requires the authority to participate in a data matching exercise to assist in the prevention and detection of fraud. For more information, see <http://www.sypensions.org.uk/Home/Disclaimer>