



Opting-In Enquiry Form

From:

Please complete the following using black ink:

Member name

Employee number

National Insurance number

Address

Postcode

Telephone number

Email address

I want to investigate opting back into the TfL Pension Fund. Please provide me with more information.

Signature

Date

Please return this form to: TfL Pension Fund, 4th Floor, Wing over Station, 55 Broadway, London SW1H 0BD.



Opting-In Policy

1.0 Introduction

1.1 Rule 9(4) of the TfL Pension Fund Rules says 'Any person who elects not to join the Scheme or who, having joined, ceases to be a Member may apply to the Secretary in writing to be admitted or readmitted (as the case may be) as a Member and, if the Trustees and Participating Employer consent, he shall be admitted or readmitted (as the case may be). The Trustees will determine the date of his admission or readmission but the consent of the Participating Employer will be required if such date is earlier than the beginning of the Scheme Year in which the application for admission or readmission is made'.

Rule 9(5) of the TfL Pension Fund Rules says 'Trustees may require a person who applies for admission or readmission under (4) above to give such evidence as to his state of health as they decide is appropriate.

1.2 The purpose of this policy is to detail the Trustees' requirements under this Rule and the extent of the Trustees delegation to the Fund Office.

2.0 Delegation

2.1 The Trustees delegate to the Fund Office the authority to accept and approve applications from persons who wish to be admitted or readmitted (as the case may be) to the Fund.

2.2 Such requests will be processed strictly in accordance with the procedure at 3.0 below.

3.0 Procedure

3.1 If the member applies to the Secretary in writing to be admitted or readmitted to the Fund (as the case may be), the Fund Office will contact his or her Employing or HR Manager to establish that none of the following apply:

- The Employing Manager is considering termination of the member's employment on health grounds
- The member is on long term sick leave or light duties for health reasons

3.2 If the Employing or HR Manager advises that one or more of the points under 3.1 apply the application will not proceed. The Fund Office will advise the member that his or her application is not continuing because of this. However, he or she may subsequently re-apply, if his or her health improves but not within a six month period.

3.3 If the member's health record is satisfactory the admission or readmission to the Fund (as the case may be) can progress as at 3.4 below.

3.4 The Fund Office will continue the application and admit or readmit the person to membership of the Fund.

This policy is effective from 27 September 2005 and may be amended by the Trustees as they deem necessary and at such intervals as they may determine.