

Chamberlain's Department

Dr Peter Kane MA, MSc, CPFA
Chamberlain (Finance Director)

Telephone

Email @cityoflondon.gov.uk

Our ref

Case Officer

Date

Dear

Life Certificate 2019

The City of London Pension Fund is required to obtain written confirmation that a pensioner remains eligible to receive their payments.

For pensioners living overseas this is an annual requirement and I would therefore ask you to complete the attached certificate and return it to me. Your reply should be received at this office within 2 months of the date of this letter.

We can accept posted copies of your certificate to the address shown at the foot of this letter. Alternatively, if you have access to a scanner you can scan and email it to pensionspayroll@cityoflondon.gov.uk

Upon receipt of the completed certificate, the Pensions Office will send you written confirmation that it has been received.

If a completed certificate is not received within 2 months of the date of this letter the Pensions Office will send a second request to which a response will be expected within 2 months of the date we send it.

If a completed Life Certificate is not received following the second request, your pension will be suspended with effect from August 2019.

May I thank you for your assistance in completing this Certificate of Entitlement. If you are unable to complete the certificate, then please contact me as soon as possible.

Yours sincerely

Matt Mott
Pensions Manager



Certificate of Entitlement to Receive a Pension from the City of London

Name:

N.I. Number:

Date:

Address:

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Declaration of entitlement to receive a pension

I confirm that I am resident in another country and remain entitled to receive a pension from the City of London Local Government Pension Scheme

Signature:

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Date:

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Email address:

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Confirmation of signature by Independent Witness

I confirm the above signature of

Name:

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Address:

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Occupation:

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Signature:

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Date:

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Due to the recent introduction of the Data Protection Act 2018 it has become necessary to ensure that the method of communications used to contact our pensioners is appropriate and accurate. I would therefore be grateful if you would also supply the following information:

Telephone Number:

Email address:

Please indicate if future life certificates and newsletters can be emailed to you Y/N

Notes:

1. If your circumstances have changed recently, (e.g. widowed, re-married) I would be grateful if this could be notified to the Pensions Payroll Office separately, enclosing copies of any relevant certificates.
2. If the pensioner named is unable to sign this certificate, the person signing on their behalf must hold Power of Attorney or a letter of authority enabling the signatory to act for the pensioner. Copies of these documents must be sent with this form if not submitted previously.
3. Should you have any difficulty or queries regarding the completion of this certificate, please contact the Pensions Payroll Office on 020 7332 1370

If in the future we are unable to contact you for any reason, can you please complete the following section:

Contact details of your next of kin or person that will deal with your affairs:

Name:

Address:

Email address:

Relationship to pensioner: