

Appendix 2.3

Dear ...,

The Police Pension Regulations 1987 (as amended)

I am writing to advise you that upon leaving the Force on, and under the provisions of the above Regulations you are entitled to a Deferred Pension. This entitlement will become payable from your 60th birthday, or earlier if you should suffer a permanent break down in health, which would have precluded you from carrying out your duties as a police officer, had you remained in service.

Your deferred pension has been calculated with reference to your length service and your highest average pay in the last three years of your service. A year is calculated from the date of leaving backwards in blocks of 365 days – it is not a rolling year. This figure is called your Average Pensionable Pay (APP).

A statement of your entitlement is enclosed for your information. The pension will be subject to the Pensions (Increase) Act and will be increased annually in line with the cost of living from the date of leaving the Force until the date your pension becomes payable and each year thereafter.

The cost of living index used for the revaluation of public service pensions is determined by the Secretary of State; the current revaluation method is the Consumer Prices Index (CPI) and may be subject to change.

When your pension comes into payment you will be allowed to commute a portion of your pension, normally up to one quarter, in favour of a tax free lump sum payment. You will be contacted about three months prior to your 60th birthday, when you will be advised of the increased pension payable and provided with an option form in respect of commutation. It is essential therefore that you notify this office of any permanent change of address.

In the event of your death, whether or not your deferred pension has come into payment, your spouse may claim a pension, which is equal to ½ of your pension entitlement, by making an application to this office.

I would mention that it may be possible to transfer your rights to another pension arrangement and if you are interested in this you should ask your new pension scheme administrators to contact me. However, the rules regarding transfers-out of public sector pension schemes are very strict and depending on your new scheme this option may not be applicable.

I trust that the position is clear to you, but should you have any queries or disagree with any of the details provided regarding your pension entitlement please do not hesitate to contact

I am required to advise you that there is an internal dispute procedure should you be dissatisfied or have a complaint regarding your pension entitlement. An application form detailing the procedure, together with the name and address of the appointed official to whom the complaint should be sent may be obtained from the pensions office.

Please note, The City of London Pensions Office is not authorised or regulated to provide financial or other advice. The information provided is not intended to be and does not constitute financial advice or any other advice. You may therefore wish to speak to an independent financial adviser authorised by the Financial Conduct Authority (FCA).

Yours sincerely