

Dear

Membership of the Local Government Pension Scheme

I am writing to confirm that, as per your written request, you have been entered into membership of the LGPS in your post of ****, as from. *[enter date from which person has become a member of the scheme]*

A copy of the employees' guide to the LGPS can be viewed at www.yourpension.org.uk/CityofLondon. This provides full details of the benefits of belonging to the scheme.

Please submit the following documents:

- Birth Certificate or Passport
- Husband's /Wife's /Civil Partner's birth certificate or passport (if applicable)
- Marriage Certificate /Civil Partnership Certificate (if applicable)
- Decree Absolute (if applicable)
- Confirmation of basic details form (copy attached)
- Lump Sum Death Benefit – Expression of wish form (copy attached)
- Previous Pension Rights Form (copy attached)

As a member of the scheme you will be required to contribute a percentage of your salary to the LGPS, the contribution rate you will personally make is **%. This is deducted in accordance with the tables set out below. The City of London will also contribute to the scheme on your behalf, with the employer contribution to the scheme being determined at the valuation of the Pension Fund every three years by the Fund's appointed actuary.

Employee contribution tables for 2024/25

Pay Bands	Contribution Rates
Up to £17,600	5.5%
£17,601 - £27,600	5.8%
£27,601 - £44,900	6.5%
£44,901 - £56,800	6.8%
£56,801 - £79,700	8.5%
£79,701 - £112,900	9.9%
£112,901 - £133,100	10.5%
£133,101 - £199,700	11.4%
£199,701 or more	12.5%

It is expected that the contribution bands will be reviewed every three years

The City of London has determined that your contribution rate will be reviewed periodically or in the event of a material change to your pensionable pay; I will notify you

of any further changes. If you have any questions about your pension or you think your contribution rate has been incorrectly determined please contact the Pensions Office by emailing pensions@cityoflondon.gov.uk

Your contributions to the LGPS will be deducted from the pensionable pay you receive each pay period.

You will receive tax relief on those contributions, and on any extra contributions you choose to pay to the LGPS. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead. In the LGPS, tax relief is given under the net pay arrangements (in accordance with section 193 of the Finance Act 2004). This means you don't need to do anything to get the tax relief paid into your pension. It will happen automatically. Information on how 'net pay' works can be found at: www.direct.gov.uk/workplacepensiontaxrelief

Once a year you will get a statement indicating how much your pension has built up and how much you might get when you reach retirement age.

As a member of the scheme you can, if you wish, increase your pension benefits by paying Additional Voluntary Contributions (AVCs) or Additional Pension Contributions (APCs) and details of these options are included in the employees' guide to the LGPS.

The Pension Scheme

The Local Government Pension Scheme in which you participate is provided by the City of London Corporation. The LGPS is a registered public service scheme under Chapter 2 of Part 4 of the Finance Act 2004 and I am pleased to confirm that it is a qualifying pension scheme, which means it meets or exceeds the government's standards. The scheme complies with the relevant provisions of the Pension Schemes Act 1993, the Pensions Act 1995, the Pensions Act 2004, the Pensions Act 2008 and is contracted-out of the State Second Pension (S2P) scheme. Whilst you are a member of the LGPS you will be contracted-out of the State Second Pension (S2P) scheme.

Can I opt out of the scheme?

If you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you can obtain an opting out form from www.yourpension.org.uk/CityofLondon or by contacting the Pensions Office. The form must be returned to your HR or payroll department.

If you make a valid election to opt out within 3 months of being enrolled you will be treated for all purposes as not having become an active member of the LGPS on this occasion and we will refund to you the contributions paid by you. If you opt out after then you will be entitled to whatever benefits are due under the rules of the LGPS.

Contribution Flexibility - 50/50 Option

When you opt in to the LGPS you are placed in the main section of the scheme, however, once you are a member of the scheme you are able to elect in writing, at any time, to move to the 50/50 section if you wish.

The 50/50 section gives you the ability to pay half your normal contributions and build up half your normal pension during the time you are in that section. Whilst you are in the 50/50 section you will still get full life assurance cover, full ill health cover and full survivor benefits in the event of your death. If you elect for the 50/50 section you will be moved to that section from the next available pay period. A 50/50 option form can be downloaded from www.cityoflondonpensions.org or by emailing pensions@cityoflondon.gov.uk

The 50/50 section is designed to be a short term option for when times are tough financially; because of this the City of London is required to re-enrol you back into the main section of the scheme approximately every three years on a "re-enrolment date". The re-enrolment date is chosen by the City of London and next date is 1 June 2019. If you wished to continue in the 50/50 section at that point you would need to make another election.

Further information

For further information on the Local Government Pension Scheme please visit www.cityoflondonpensions.org

If you have any questions about the scheme or your contribution rate please contact on 020 7332 or by emailing pensions@cityoflondon.gov.uk

For more general information about pensions and saving for retirement please visit www.direct.gov.uk/workplacepensions

Right of appeal

If you have sought further information or clarification from the sources shown above but you are not satisfied with any decision affecting you made in relation to the LGPS, you have the right to ask for that decision to be looked at again under a formal complaints procedure. The complaint procedure's official name is the "internal dispute resolution procedure".

Should this apply to you please write to the Pensions Manager who will then supply details of the procedure and the name to whom the complaint should be addressed. Such an appeal must be made within 6 months of the day when you were told of the decision you want to complain about.

Yours sincerely