

Financial Assistance Scheme – FAS P4 - For Annual Payments

Important – Please read these guidance notes in conjunction with the form S1 as they will tell you what you need to know to help you complete it.

Why we have sent you form S1

You have been sent this form because you are the listed contact for a scheme that has qualified for the Financial Assistance Scheme (FAS). Once a scheme has satisfied the qualification conditions for the FAS, the next step is to determine which of the scheme's individual members and survivors are eligible for assistance and the amount of payments due to them. Pension scheme trustees or administrators should have already made scheme members aware that their scheme is a qualifying pension scheme.

In order to determine the eligibility of member's and survivors and the full amount of their assistance (their "annual payment"), we need to ask you to complete the details on the form S1 and return them to us as soon as possible. In most cases this will be when the scheme has completed, or is close to completing, wind up. But you can also use the form to tell us about members for whom liabilities have been discharged during wind up.

If you have issued options to members then you can provide us with all the information we need to make FAS 'annual payments'. We do not need to know the actual option taken by the member as we will base assistance on the amount of annuity that could have been secured for the member regardless of the option the member selected.

Once the S1 information is received, we will make a decision on individual eligibility and, where appropriate, calculate the amount of annual payment they will receive. Once eligibility has been assessed and payments determined, we will deal directly with individual members and survivors. However, until a decision has been made, trustees and administrators should keep members informed of any dealings with us and advise them that personal data is being passed to us to enable assessments to be carried out. Leaflet FAS P1 may also be useful for members or survivors as it includes frequently asked questions to help people assess whether they might be eligible for FAS assistance. Copies are available from the FAS Operational Unit or from the FAS website at www.dwp.gov.uk/fas.

Initial payments

Where a scheme is still winding up and unable to provide us with final information on scheme settlements, we have the discretion to make initial payments to eligible qualifying members, generally at an initial rate based on

80%¹ of their 'expected core pensions' (subject to FAS rules). Initial payments can also be made to eligible survivors of qualifying members.

Initial payments can only be made at the request of trustees. Requests for initial payments should only be made on behalf of those people who are likely to receive a FAS 'annual payment' after scheme benefits have been finalised. When 'annual payments' are determined we will take account of any initial payments that have already been paid to FAS beneficiaries. And those initial payments may be recoverable if we find that beneficiaries are not in fact entitled to annual payments.

Form S1 is used to provide information in relation to initial payments as well as annual payments, **but separate guidance on initial payments covers the provision of that information.** Please contact the FAS Operational Unit if you are considering requesting initial payments for your members. Guidance is also available on the FAS website at www.dwp.gov.uk/fas.

Who to tell us about

You should provide information on members, former members and other beneficiaries of your scheme in respect of whom the scheme's liabilities are unlikely to be satisfied because the scheme has insufficient assets, as follows:

- all 'deferred' members of the scheme (i.e. those members with an accrued right to a benefit under the scheme but who were not entitled to present payment under the scheme rules before the crystallisation date²), including members who transferred out of the scheme during wind-up and any pension credit members;
- Those entitled to present payment of a pension under the scheme rules before the crystallisation date and who are not receiving their benefits (excluding any rights to future indexation) in full. This may include pensioner members, beneficiaries of members who died before the scheme started to wind-up (here termed 'inherited members') and any pension credit benefit members;³
- all surviving spouses or civil partners of those members and former members described above who have died since the start of wind-up.

You **do not** need to provide information on:

¹ Initial payments are paid at the rate of 80% as from 26th July 2007 and there are no minimum limits (deminimis) for payment

² "The crystallisation date" has the same meaning as in paragraphs (6) and (7) of regulation 4 of the Occupational Pension Schemes (Winding Up) Regulations 1996, as those paragraphs were in force on 5th April 2005. We understand that the status of a member for the purposes of calculating the liabilities of a scheme is fixed at the crystallisation date. In some cases this crystallisation date will be the same as the wind-up date, in others the crystallisation date will precede the date of wind-up.

³ Throughout this guidance, unless otherwise indicated, 'pension credit members' refers to all those members whose rights derive from a pension sharing order (i.e. to 'pension credit members' and to 'pension credit benefit' members).

- any member or other beneficiary in respect of whom liabilities have been satisfied in full
- any member who transferred out of the scheme before wind up started, or any member whose rights had not vested when the scheme started to wind up
- any member or beneficiary whose benefits are money purchase only
- surviving spouses or civil partners of 'inherited members' (such people are not entitled to assistance under the FAS)

If the scheme offers some or all of its members hybrid benefits, you should provide data that does not include any money purchase benefits. In cases of doubt please provide sufficient data and documentation to enable us to determine members' defined benefit entitlements. Copies of any legal correspondence relating to the treatment of such members' entitlements should also be provided where you think them relevant.

When to return this information

- If the qualifying pension scheme has already completed wind-up please complete and return the information on form S1 as soon as possible.
- If the qualifying pension scheme is still winding up, please complete and return the information on form S1 as soon as possible after the final section 73 valuation has been undertaken and options letters issued to members. *(Please contact the FAS Operational Unit if you are considering requesting initial payments for your members. They will advise you about completing the S1 for such cases).*
- If liabilities in relation to individual members have been fully discharged during wind up (whether by final transfer, commutation or annuity purchase) please return information in respect of those members as soon as possible.

The questions on the S1 form

Please answer all the questions that apply to each member or beneficiary. These guidance notes contain further details to explain what information is needed for each question and for whom. *Please note that you will need to provide the unreduced pension for, or in respect of, those people who were entitled to present payment of a pension under the scheme rules on or before the crystallisation date. However, we will calculate the 'expected pension' for, or in respect of, people who were non-pensioners on the crystallisation date, based on the information that you provide on their rights accrued up to the date they left active service.*

An annex is included to give a more detailed explanation of what we mean by the 'certification date'.

If you want help filling in this form

If you want help filling in any part or all of this form you should contact your Customer Account Manager at the Financial Assistance Scheme Operational Unit:

Financial Assistance Scheme (FAS)
PO Box 702
York
YO32 9XR

Telephone: 0845 601 9941
Textphone: 0845 601 9942
Website: www.dwp.gov.uk/fas

Opening hours: 9.00am – 5.30pm Monday to Friday

Please note that calls to the FAS may be recorded for staff training purposes and to ensure consistent service levels.
Unfortunately we are not able to assist with any costs incurred in supplying this data.

Providing the required information

The Financial Assistance Scheme (Provision of Information and Administration of Payments) Regulations 2005 set out the information to be provided by 'appropriate persons'. These include scheme trustees or managers or former trustees or managers, professional advisers or former professional advisers, members or former members of the scheme (or appointed representatives), surviving spouses or civil partners of members or former members of the scheme who have died, and insurance companies that are paying annuities to former members of the scheme.

'Appropriate persons' are duty bound to act in the best interests of all scheme members and beneficiaries. If some scheme members and beneficiaries are likely to qualify for FAS payments, then the necessary information should be provided to determine individual eligibility.

If the requested information is not provided the scheme manager may issue a notice to the person holding the information requiring it to be provided. Any person who fails to comply with such a notice, may be guilty of an offence and liable to a fine. Further, if a person suppresses, conceals or destroys any document that they are, or are liable to be, required to produce under that notice, that person may be guilty of an offence, and liable to a fine imprisonment or both.

Where there is a failure to provide information such cases may also be referred to the Pensions Regulator who may consider using their powers, which include but are not limited to, the issuing of an improvement notice. Failure to comply with an improvement notice carries a possible sanction of £5,000 in the case of an individual and £50,000 in any other case. The regulator also has the power to prohibit trustees, remove trustees from the Trustee Register and make public details of certain cases.

If you have any problems providing the required information, please contact the FAS Operational Unit.

How we collect and use information

It is important that you let all members and beneficiaries know that personal data about them is being sent to us to enable us to make a decision on their eligibility for the FAS. We explain below how we collect and use this information and you may find it useful in communications with your members.

The information we collect about members and beneficiaries and how we use it depends mainly on the reason for their business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations, as the law allows, for example to safeguard against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.

Guidance for completing form S1 in relation to 'annual payments'

This guidance explains each of the S1 questions in detail. If, however, you require further assistance, please contact the FAS Operational Unit who will be happy to help you.

The form displays options for completion in a drop-down menu. Please note that the fields on the form do not run in alphabetical sequence. Please also note that **questions AA and AB should not be completed in relation to annual payments.**

Otherwise, all questions should be completed for all members and survivors (together termed 'beneficiaries') unless otherwise indicated. Please also note the following:

Categorisation of beneficiaries - The categorisation of beneficiaries that applies in question Q applies throughout the form. At question AC, for example, information is requested on the unreduced annual amount of pension for pensioner members. 'Pensioner members' here and elsewhere in this guidance refers only to those beneficiaries who were entitled to present payment of a pension under the scheme rules and in accordance with the priority order on or before the crystallisation date, and not to those members who may have reached retirement age after that time.

Surviving spouses or civil partners ('survivors') - Full information is required on any members who have died since the start of wind-up, as we will assess their eligibility and where appropriate make payments to their estates to cover the period during which those members were alive and entitled to payment. Survivors of members who have died since the start of wind-up may also be entitled to payments. Therefore we also require information about them, where this is available. In all cases we need you to complete a line on the S1 in relation to the member in order to assess the eligibility of the survivor. We also need you to complete a separate line in relation to the survivor but we will be able to obtain some survivor information from that provided in respect of the original member. The guidance explains what information is required for the original member and what is required for the survivor.

We determine a survivor's 'annual payment' at either half the amount of assistance that the member is receiving (or would have received), or as a proportion of the member's 'expected core pension' less the amount the survivor is actually receiving from the scheme. The method we use depends on whether benefits had been secured for the member before their death (including benefits secured by entry into an annuity contract).

- If a member dies **after** their benefits are secured then the survivor will receive half the member's FAS annual payment. No account is taken of the pension the survivor receives from their late partner's pension scheme;
- If a member dies **before** their benefits are secured then the survivor will receive a FAS annual payment that takes their (the survivor's) scheme pension into account.

So, if you are providing information in respect of a member who has died then please indicate in the notes field (AP) whether benefits were secured for that member before their death.

Members who have had rights reinstated in the State Scheme by payment of State Scheme Premium (SSP) or by deemed buyback (DBB) - In such cases members' 'expected core pensions' will be determined by FAS

in the normal way so you should provide information on members' rights within the scheme (including the GMP⁴), as indicated in the questions below.

The amount of State Earnings Related Pension or S2P which a member receives by payment of a SSP or by DBB is not considered by FAS in determining the members' scheme pension (their 'actual pension'). Instead, we base assistance on the annuity rate that could have been secured using the assets allocated to the member. So, if you are aware of the annuity rate that could have been secured for the member using their entire asset allocation (if, for example, options are being issued to members that include the alternatives of DBB or annuity purchase) please provide that rate and a corresponding certification date at questions AJ and AL.

In cases in which an annuity may be secured in addition to the cost of the SSP and where an annuity rate based on the member's entire asset share can not be provided please provide the annuity rate that could be secured in addition to the SSP at AJ and the certification date that corresponds to that annuity rate at AL.

In **all** cases we also require the amount of assets allocated to the member (including the cost of any premium) and the corresponding date at which that asset share is correct at AK and AR respectively.

Beneficiaries for whom you have already provided data in relation to initial payments - We will be able to use some of the information that you have already provided in relation to initial payments in order to determine annual payments. If you have already provided data on a member or a survivor for initial payments you need only provide the following information on the S1 form:

- For all: surname (A), first name (B), National Insurance Number (E), annual annuity rate (AJ), capital value of assets (AK), applicable date for that asset value (AR) and certification date (AL)
- For pensioners and 'inherited members': unreduced annual amount of pension that would have been in payment at the certification date (AC); and
- For members who have taken lump sums at the end of wind-up and not during wind-up or where additional lump sums have been paid at the end of wind-up: amount of lump sum (or additional lump sum as the case may be) paid (AM) and the date at which the lump sum was paid (AN).

⁴ "Guaranteed minimum pension" has the meaning give in section 8 (2) of the Pension Schemes Act 1993.

Guidance for completing fields

Questions

What needs to be provided

Questions A-M

Personal details

Please complete for all beneficiaries.

For question F, 'domicile indicator', please enter 'GB' for Great Britain, 'NI' for Northern Ireland and 'A' for outside the UK.

Question N

Gender

Please enter 'M' for male; 'F' for female.

Question O

Date of death (where applicable)

Please complete for all beneficiaries who have died after the start of pension scheme wind-up.

Question P

Marital/Civil partnership status

Please complete for all beneficiaries.

Please enter 'M' for married; 'C' for civil partnership; 'N' for neither or 'NK' for not known.

Question Q

Status of beneficiary on the crystallisation date

Please complete the status for all beneficiaries

Please enter 'P' for pensioner; 'W' for deferred member; 'IM' for 'inherited member' or 'S' for survivor.

Beneficiaries should be categorised as follows:

- 'Pensioner member' including any member at the start of wind-up - including any pension credit benefit member - who was entitled to present payment of a pension under the scheme rules and in accordance with the priority order **on the crystallisation date**;
- 'Deferred member' including any member at the start of wind-up who has accrued rights under the scheme and who was not entitled to present payment of a pension under the scheme rules and in accordance with the priority order **on the crystallisation date**: this should include any pension credit member and any member who was in active service on the crystallisation date;

- ‘Inherited member’ including any person who was entitled to present payment of a pension under the scheme rules immediately before wind-up that was attributable to the pensionable service of a member of the scheme who died before the start of wind-up; and
- ‘Survivor’ including any widow, widower or surviving civil partner of a member of the scheme who died after the start of wind-up.

Question R *Pension credit member*

Please leave blank if member is not a pension credit member.

Please complete ‘A’ – if pension credit membership started on or after the start of wind-up;

Please complete ‘B’ – if pension credit membership started before the start of wind-up;

Questions S-W *Details of member from whom pension rights or FAS entitlement are derived*

Please complete for all, survivors, ‘inherited members’, and pension credit members. However, if you are providing information in relation to a survivor of a member who has died since the start of wind-up and if you have completed a line on the S1 in relation to that member then you only need complete question V in this section (we require the member’s National Insurance number in order to link the records of the survivor and member).

Question X *Normal retirement age*

Please complete for all beneficiaries. For ‘inherited members’, survivors and pension credit members, please enter the ‘normal retirement age’ of the original member.

Please provide the age specified in the scheme rules as the age at which the member will normally retire.⁵

No account should be taken of changes to individuals’ retirement ages (for example, those resulting from equalisation following the Barber ECJ judgement) unless these have been specified in the rules of the scheme.

Please note that if the age specified in scheme rules has been amended since the start of scheme wind-up

⁵ HMRC guidance states that it is a condition of tax approval that the rules of a scheme should specify a single age for each member at which that member will normally retire.

then certified evidence of this change must be provided with the completed S1 form.

If the normal retirement age for any beneficiary or 'original member' is over 65, please put 65.

Question Y

Date at which member started or will start to receive pension

Please complete for all beneficiaries. Please note that if a non-pensioner member has started to take their pension before the normal retirement age provided at X then further information may be sought on the circumstances of the early retirement. In such cases we may re-determine the scheme pension taking account of the member's normal retirement age.

Question Z

Initial payment applicant

Please complete for all beneficiaries.

Please complete 'Y' only if the information is being provided to support an initial payment⁶ request. Enter 'N' in all other cases.

Question AC

Unreduced annual amount of pension that would have been in payment at the certification date (to be completed only in relation to those beneficiaries entitled to present payment of a pension on or before the crystallisation date)

Please complete for all pensioner members, 'inherited members' and pension credit benefit members.

The unreduced annual amount of pension means the amount of pension that would have been in payment at the certification date had the scheme been able to meet its benefits in full. Any indexation that would have applied up to the certification date should be included; any indexation after that date should be excluded. The amount should be pre-commutation.

Please note that you do not need to calculate the unreduced annual amount for deferred members even if those deferred members have reached retirement age during wind-up. We will calculate the

⁶ Separate guidance applies for the provision of information for initial payments please do not complete the S1 without referring to that guidance. Copies of the guidance are available from the Operational Unit or at [Hwww.dwp.gov.uk/fasH](http://www.dwp.gov.uk/fasH).

'expected pension' for, and in respect of, people who were non pensioners on the crystallisation date based on the information that you provide on their rights accrued up to the date they left active service.

For any pensioner member that retired before their 'normal retirement age', the amount should reflect any reduction that would have been made to account for their early retirement.

The amount provided should not include any money purchase benefits, or benefits derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme will first be applied to satisfy liabilities in respect of those benefits.

Question AD

Date of starting active service

Please complete for pensioner and deferred members only. This question relates to the start date of pensionable service within the qualifying pension scheme.

Where there have been multiple periods of service please supply the start date of the first period of service.

Question AE

Date of leaving active service

Please complete for pensioner and for deferred members only. This question relates to the end date of pensionable service within the qualifying pension scheme.

It is essential that you provide this information for and in respect of deferred members. If you are providing information in relation to a survivor of a member who has died since the start of wind-up, and if you have completed an entry in relation to that member, then you do not need to complete this question for the survivor.

Where there have been multiple periods of service please supply the end date of the last period of service.

Question AF

Annual amount of accrued GMP (as at date of leaving contracted-out service)

Please complete for deferred members only.

If the member passed State Pension Age before they left contracted-out service please include any deferment enhancement up to the date that they left service.

Question AG *GMP revaluation method*

Please complete for deferred members only.

This refers to the method of GMP revaluation used by the scheme that applies to this member. This should be one of

1. section 148 orders;
2. limited rate revaluation;
3. fixed rate revaluation

Question AH *Annual amount of accrued pension in excess of GMP, which is subject to revaluation within scheme rules (as at date of leaving active service)*

Please complete for deferred members only.

If the amount of the member's excess rights above GMP is 0, please put 0.

The amount provided should not include any money purchase benefits, or benefits derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme will first be applied to satisfy liabilities in respect of those benefits. The amount provided should also include benefits relating to pre 1 January 1985 service for leavers before 31 December 1990 where such benefits fall to be revalued under the scheme rules.

Please note the amount provided must also include the member's Post 97 contracted out rights accrued to the end of active pensionable service, where relevant. You may know these as 'Section 9(2B)' rights.

Question AI *Annual amount of accrued flat-rate pension, which is not subject to revaluation within scheme rules*

Please complete for or in respect of deferred members only.

If the amount of the member's flat-rate pension is 0, please put 0.

The amount should include any flat-rate pension elements not subject to revaluation within scheme rules, which might include flat-rate credits provided in return for transfers-in, or, depending on your scheme rules, pre 1

January 1985 service for leavers before 31 December 1990.

The amount provided should not include any money purchase benefits, or benefits derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme will first be applied to satisfy liabilities in respect of those benefits.

Question AJ

Annual rate of annuity available to the beneficiary with their share of scheme assets as at the certification date

Please complete for all beneficiaries. **If the annuity rate available to the beneficiary (for example in relation to members who have taken final transfers during wind-up) is 0, please put 0.**

The annuity rate you provide should be the actual rate of pension secured by way of annuity. The rate of pension should be correct for the certification date you provide and so include any revaluation that will apply before the certification date but exclude any revaluation after that date. It should not include any money purchase benefits, or benefits derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme will first be applied to satisfy liabilities in respect of those benefits.

If you are providing information in respect of a member who died before benefits were secured for that member and who would not therefore be entitled to FAS (because they died before 14 May 2004 or after that date but before they reached 65) then please put 0 in the entry that you are completing in relation to the member. In the entry that you are completing in relation to the survivor of such a member please provide the rate of pension that has been secured for the survivor.

If you are providing information in respect of a member who died before benefits were secured for that member and that member may be entitled to FAS (because they died after reaching the age of 65 *and* after the 14 May 2004), please contact the operational unit for further advice.

If you are providing information in respect of a member who died after benefits were secured for that member then please provide the rate of pension that the member was receiving, or the amount they would have received had they lived, in the entry that you are completing in

relation to the member. If you are also providing information in relation to a survivor of such a member then please put 0 in the entry that you are completing in relation to the survivor.

Question AK

Total capital value of assets used to discharge the liability to the beneficiary (or final transfer value taken during wind-up)⁷

Please complete for all beneficiaries. **If the amount is 0 please put 0.**

For members who have taken final transfers during wind-up, the amount of that transfer should be provided.

If you are providing information in respect of a member who died before benefits were secured for that member then please provide the amount of assets that would have been used to secure their benefits had they lived. In the entry that you are completing in relation to the survivor of such a member please provide the amount of assets that were used to secure benefits for that survivor.

If you are providing information in respect of a member who died after benefits were secured for that member then please provide the amount of assets that were used to secure their benefits. If you are also providing information in relation to a survivor of such a member then please put 0 in the entry that you are completing in relation to the survivor.

The amount should **not** include any assets relating to money purchase benefits, or assets relating to benefits derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme will first be applied to satisfy liabilities in respect of those benefits (please note that this includes AVCs that may have been used to buy back members into the state scheme: the amount of any such AVCs should **not** be included here).

⁷ The value provided should be the amount allocated to the member after the application of the priority order (as laid down in section 73 of the Pensions Act 1995) (less any assets derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme were first applied to satisfy liabilities in respect of those benefits). Where section 73 does not apply (in the case of schemes that started to wind-up before 6th April 1997), the value provided should be the amount allocated to the member in accordance with scheme rules as applied on wind-up (again less any assets derived from the payment of voluntary contributions where, on the winding up of the scheme, the assets of the scheme were first applied to satisfy liabilities in respect of those benefits).

The amount provided should **not** include the value of any lump sum provided at AM.

Question AL

The certification date in relation to annual payments

Please complete for all beneficiaries. The date provided should be the date as at which the rate of pension provided at AJ is correct.

Where an amount has been provided at AK, but not at AJ, the date provided should be the date as at which the amount provided at AK is correct.

In the case of final transfers taken during wind-up the date provided should be the date at which the transfer was paid. **Please see annex A on the certification date for further information on the certification date and corresponding pension data.**

Question AM

Lump sum taken at retirement (or provisional transfer amount)

Please complete for all beneficiaries (where applicable).

If no lump sum was taken at retirement please put 0.

The amount provided should exclude any amount taken in relation to money purchase benefits, or derived from the payment of voluntary contributions where on the winding up of the scheme the assets of the scheme will first be applied to satisfy liabilities in respect of those benefits.

Question AN

Date at which lump sum taken (or date at which provisional transfer is correct)

Please complete for all beneficiaries where an amount above 0 has been provided at question AM.

Question AO

Bridging or step up pension

Please complete for all beneficiaries.

Please complete 'Y' if the member is receiving or will receive a bridging pension (where an additional pension is paid between normal retirement age and state pension age which is replaced by the state pension at that age) or a step up pension (where a member retires before GMP payment age and where the pension they are receiving increases at that age); please complete 'N' if not.

Question AP

Expected and actual pension notes

Please use this box to tell us anything else that you think we need to know relating to the beneficiary's accrued pension rights, rate of annuity, share of assets or if a refund of contributions has been made.

If you are providing information in respect of a member who has died then please indicate whether benefits were secured for that member before their death.

If you are providing data on a member for whom SSPs have been paid please indicate here that SSPs have been paid.

Question AR

Date at which capital value of assets used to discharge liability at AK applies

Please complete for all beneficiaries unless the amount provided at AK is 0.

The date provided should be the date as at which the amount of assets provided at AK is correct.

Certification Date – an explanation

To calculate a FAS payment we need to compare what a member was broadly expecting to receive had their scheme not started to wind up (their 'expected core pension') with what they are receiving, or will receive, from their scheme (their 'actual pension'). As pension rights and benefits can increase in value over time (by application of revaluation or indexation) it is important that the actual pension amount and the 'expected core pension' amount correspond as far as possible to the same date.

The date in relation to which an 'expected core pension' and actual pension will be compared is the 'certification date', and we need you to provide a certification date for each potential beneficiary. The certification date that you provide depends on the information you hold on the benefits that were or that could have been secured for the member with the final share of scheme assets allocated to them. You have discretion over the certification date that you provide as long as the relevant 'actual pension' amount is correct at that date.

For a non-pensioner member (as at the crystallisation date) we will determine the 'expected core pension' at the certification date by applying FAS revaluation to the member's benefits accrued up to the date of leaving service that you have provided at AF, AH and AI.

In relation to annual payments, we expect that the certification date in most cases will be the date relating to any annuity that has been or could have been secured for the beneficiary. Where you hold data on annuities you should provide the annuity rate and the corresponding certification date that is easiest for you to provide (depending on the information you hold, this may be the rate of pension that may have been secured for the member as at that member's date of leaving or as at their normal retirement age, for example).

In other cases - where liabilities are not being discharged by annuity purchase and you can not provide us with an annuity rate that could alternatively have been secured for the member - we will calculate a 'notional pension' on the basis of the member's share of scheme assets. The notional pension will be determined by the application of actuarial factors and will provide a reasonable estimate of the annuity that the member could have secured with the asset share as at the certification date. Certification dates in these circumstances should be provided as follows:

Transfers during wind-up – the certification date should correspond to the date at which the transfer was paid. The transfer amount provided at AK should be correct at that date

Deemed buyback (where no information exists on the annuity rate that could alternatively have been secured for the member) – the certification date should correspond to the date at which assets have been or will be paid

to Her Majesty's Revenue and Customs. The asset amount provided at AK should be correct at that date.

ARPs / PRPs – See section titled 'Members who have had rights reinstated in the State Scheme by payment of State Scheme Premium (SSP) or deemed buyback (DBB)' on page 7 for further information.

Trivial commutation (where no information exists on the annuity rate that could alternatively have been secured for the member) – the certification date should correspond to the date at which the amount of commutation is known. For example, if the value placed on the liability at the date winding-up figures were calculated is known then that date and value should be provided. Or, if the monetary value at the date the liability is discharged is known then that date and that value should be provided.