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| **Defined Contribution Pension Schemes -**  **Employer request to participate in L&G Master Trust** | |
| Employer name  (Full legal name) |  |
| Registered address |  |
| Legal status of employer  (Delete those which are not applicable) | Civil Service Department/ Charity/ Limited Company/ Public Limited Company/ Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employer status in Civil Service Pensions  (Delete those which are not applicable) | Civil Service / New Fair Deal / Schedule 1 |
| Do you currently participate in any schemes under the Master Trust?  (Delete those which are not applicable) | CSAVCS / Partnership / Concord/ We do not currently participate in the Master Trust |
| Scheme you wish to participate in within the Master Trust  (Delete those which are not applicable) | CSAVCS / Partnership / \*Concord (additional information is required when making an application to join Concord – please see below) |
| Target date for participation in the scheme | (This date must be on the 1st of the month at least one complete month in advance) |
| Date contributions are first deducted from employees | (Date) |
| \*Concord | Employer Contribution Rate %  Employee Contribution Rate % |
| \*Concord  Please specify the definition of pensionable salary |  |

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| **In order to participate in the L&G Master Trust the employer must complete a Deed of Participation. So that the deed can be provided, please confirm the execution details required in order to allow you to execute a legally binding deed.**  **Please note: Civil Service Pensions cannot provide guidance on your organisational requirements and recommend that you refer the matter to your legal adviser.** | |
| Number of signatories required |  |
| Name and job title of  Signatory 1 |  |
| Name and job title of  Signatory 2 |  |
| Name and job title of  Signatory 3 |  |
| Name and job title of  Signatory 4 |  |
| Will the signatory/ signatories sign on their own authority or under delegated authority? | Yes/ No  If Yes please specify the delegation: |
| Will you use a seal? |  |

*Supplementary Notes:*

1. *The deed is a Deed of Participation in a Pension Master Trust and is written under English Law.*
2. *For Public Sector Organisations we can confirm that the principles established in the case of Carltona vs. Commissioner of Works 1943 can be applied; however, we ask that the Official(s) should hold a Senior role and that the role held is relevant to the transaction.*
3. *If you have an execution block available, please provide this.*
4. *Email the completed form to* [*DC.Provider@cabinetoffice.gov.uk*](mailto:DC.Provider@cabinetoffice.gov.uk)
5. *Late payment of pension contributions may result in the employer being reported to The Pension Regulator.*

**For Cabinet Office use only**

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| Date Received | Date Checked (Initial + date) | Date sent to L&G |
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