

Annex A

Process for employers registering with Legal & General (L&G) from 1 September 2018

An employer is required to provide access to Civil Service Pensions' DC schemes if a member of alpha, nuvos, premium, classic plus or classic, asks to either:

- opt-out of their current scheme and switch to partnership (if in the first three months of employment or at a later date); or
- start a DC AVC scheme to run alongside their current scheme.

If you receive a request from a scheme member to join the partnership or CSAVCS scheme and have not previously participated in that section of the L&G Master Trust, then you will need to follow the process detailed below.

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| <h3>Step 1</h3> | <h3>Step 6</h3> |
| <p>Complete the 'Employer Request to Participate in L&G Master Trust' form.</p> | <p>L&G will agree the target participation date with the employer.</p> |
| <h3>Step 2</h3> | <h3>Step 7</h3> |
| <p>Email form to the Scheme Manager (Cabinet Office): DC.Provider@cabinetoffice.gov.uk</p> | <p>The employer returns the completed deed(s) of participations and set-up form to L&G.</p> |
| <h3>Step 3</h3> | <h3>Step 8</h3> |
| <p>The Scheme Manager will approve participation and provide the latest interface guide.</p> | <p>L&G will liaise with the employer to complete the process.</p> |
| <h3>Step 4</h3> | <h3>Step 9</h3> |
| <p>The employer commences work on developing the relevant interface.</p> | <p>L&G will advise the Scheme Manager once the employer has completed the process and is participating in the scheme.</p> |
| <h3>Step 5</h3> | <p>Important: you should start this process as soon as you receive the member request, as you will not be able to submit contributions to L&G until it is completed.</p> |
| <p>The Scheme Manager will arrange for L&G to issue the following information to the employer:</p> <ul style="list-style-type: none"> • Deed(s) of Participation • Scheme set-up form | |

The Scheme is committed to managing your data in line with the Data Protection Legislation. For more information about how your data is managed, please visit:

www.civilservicepensionscheme.org.uk/privacy-policy