



# Employer Pensions Notice

## EPN161

### Obsolete Employer Pensions Notices (EPNs)

**Audience** This Notice will be of particular interest to:

Everyone who uses the Employers' Pension Guide and receives EPNs

**Action** If you keep hard copies, destroy the EPNs shown on the list and keep the others.

**Timing** Immediate

1. We have carried out a review of the EPNs we have issued since their introduction in 2002. The information in a number of EPNs, particularly the early notices, is either no longer relevant or has been updated in more recent guidance.

#### **Obsolete EPNs**

2. The Annex A shows the EPNs that are now obsolete. If you keep hard copies, you should destroy the EPNs shown in the Annex. Should you need to refer to obsolete EPNs, these will be available in an archive section of our web site.
3. Details of how to access our website are at the end of this EPN.



## Reference

**Contacts** Enquiries about content, distribution or to receive in a different format

**employerhelpdesk@cabinet-office.x.gsi.gov.uk**

**01256 846414**

**Employer Helpdesk, Civil Service Pensions, Grosvenor House, Basing View  
Basingstoke, RG21 4HG**

You can find copies of all EPNs, the EPG and forms on our website  
**www.civilservice-pensions.gov.uk** in the Employer section  
username **employers** password **mc2fxqfy**

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EPN No	Date issued	Subject	Reason for Archive
1	28/03/2002	Payroll changes arising from the introduction of the new Civil Service pension arrangements	No longer relevant
2	17/04/2002	Stakeholder Pensions – ‘Designated’ and ‘concurrency’ arrangements	Information included in EPG Section 3.3
3	19/04/2002	Increase in the pensions earnings cap	No longer relevant
4	09/05/2002	Retention of Personnel Records for Pension Purposes	Information included in EPG Section 2
4 Annex A	(31/03/1998)	DEO(98)(1) Retention of Personnel Records for Pension Purposes	
5	20/05/2002	Civil Service Additional Voluntary Contributions (CSAVC) Scheme: Equitable Life	EPN instructed employers to issue Office Notice to staff. No further action required
6	24/05/2002	FRS17 disclosure of Principal Civil Service Pension Scheme employer contributions for 2001-02	Information included in EPG Section 13
7	25/05/2002	Introduction of New Entrant ‘Starter Pack’.	Information included in EPG Section 4
8	27/05/2002	Partnership pension account: impact on payroll	Payroll process included in EPG Section 4
9	01/07/2002	Departmental Resource Accounts: Disclosure of Salary & Pension Information	Information included in EPG Section 13
9 Addendum	29/05/2003	Departmental Resource Accounts: Disclosure of Salary and Pension Information	
10	11/07/2002	Personal Pension forecasts – Reissue	No longer relevant
11	23/07/2002	Options Exercise Update	No longer relevant
12	24/07/2002	Pensions Treatment of Fixed Term Casual and fee paid staff.	Information included in EPG Section 4
13	30/07/2002	New scheme new entrant procedure.	Information included in EPG Section 4
14	30/07/2002	Transfer of the pensioner payroll service to Capita Hartshead.	EPG sections updated
16	06/08/2002	Civil Service Pension Scheme – Medical Advice Contract	No longer relevant
17	09/08/2002	Responsibility for making changes to support new Civil Service pension arrangements.	No longer relevant
18	23/08/2002	Partnership pension account: employer and payroll code numbers.	Information included in EPG Section 4
19	27/08/2002	Retrospective Admission of Part-time Staff to Occupational Pension Schemes – DWP Leaflet for claimants (Preston judgement)	No longer relevant
20	06/09/2002	PCSPS options exercise: refunds of certain widows’/widowers’ pension contributions.	No longer relevant
21	09/09/2002	New Scheme New entrant procedure (2)	Information included in EPG Section 4
22	09/09/2002	Civil Service Pensions website	Information included in EPG Section 1

EPN No	Date issued	Subject	Reason for Archive
23	10/09/2002	Procedures for requesting despatch of New Entrant Starter Packs from Linney Direct for staff starting work on or after 1 October 2002.	Information updated and included in EPG Section 4
		Annex 1 Instructions on completing the despatch request form (DRF1) and the spreadsheet	
		DRF1 New Entrant Starter Pack – Despatch Request Form	
		Bulk Requests spreadsheet New Entrant Starter Pack – Despatch Request Form	
24	12/09/2002	Introduction of Employers' Pensions Guide	Information included in EPG Section 1
25	20/09/2002	New scheme New entrant procedures (3)	Information included in EPG Section 4
26	27/09/2002	New scheme new entrant procedures (4)	Information included in EPG Section 4
		Flowchart Which pension pack does a new entrant get?	
27	27/09/2002	Contributions payable under the classic plus and premium schemes	No longer relevant
28	30/09/2002	Pensions leaflets for prospective employees	Included in EPG Section 2 and on website
29	30/09/2002	Re-imbursement of Contributions Equivalent Premia (CEPs)	Information included in EPG Section 4 & 6
30	04/10/2002	Civil Service Additional Voluntary Contribution Scheme: Standard life	EPN instructed employers to issue Office Notice to staff. No further action required
31	09/10/2002	Contact details for Capita Hartshead	EPG updated
32	23/10/2002	New scheme New entrant procedures (5)	Information included in EPG Section 4
		Annex B PENSIONS QUESTIONNAIRE FOR NEW ENTRANTS	
		Annex C INTERPRETING THE ANSWERS	
33 (revised)	04/11/2002	Partnership pension account	Information included in EPG Section 4
		Annex A employer checklist	
		Annex B New Entrant Schedule	
		Annex C Partnership pension account providers' postal & e-mail addresses	
		Annex D Payroll workshops – Questions and Answers	
		Annex E Request for refund	
		Annex F Change of contributions	
34	08/11/2002	Accruing Superannuation Liability Charges (ASLCs)	Information updated each year

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35	12/11/2002	Civil Service Pensions Website	No longer relevant
37	05/12/2002	New Scheme New Entrant Procedures (6) PensionChoices forms	Information included in EPG Section 4
38	17/12/2002	Pension contributions for those failing the health standard	No longer relevant
40	20/12/2002	Medical advice contract	Information included in EPG Section 4/Medical Guidance Notes
		Referral covering sheet	
		Health standard referral checklist	
		Ill-health retirement referral checklist	
		Ill-health retirement appeal checklist	
		Early payment of preserved award on medical grounds referral checklist	
		Injury benefit referral checklist	
		GS201a BMI Occupational Health Referral form	(No longer relevant)
		Medical retirement application form	
41	29/01/2003	Stakeholder Pensions	Leaflet now amended
42	29/01/2003	Employers' pension guide – Actuarial tables for early leavers	Information included in EPG Section 6
		CSCS Actuarial tables	
44	04/02/2003	Options Exercise – Completion	No longer relevant
45	12/02/2003	Medical Advice Contract	Information superseded in new contract with CHS
		Annex A: Changes to Schedule 3 of the Medical Contract	
46	17/02/2003	Pensions and Divorce	The leaflet has been updated
48	20/02/2003	Purchase of added years by lump sum on return from certain overseas organisations	Information included in EPG Section 5
50	04/03/2003	FRS17 disclosure of Principle Civil Service Pension Scheme employer contributions for 2002-03	Information included in EPG Section 13
51	05/03/2003	Civil Service Additional Voluntary Contribution (CSAVC) Scheme and Stakeholder Pensions	This series of presentations no longer available
52	19/03/2003	Distribution of Scheme member material	Information included in EPG Section 2
53	25/03/2003	'Formal' Retirement	Information included in EPG Section 4
54	26/03/2003	Staff transfers between employers within the Civil Service Pension arrangements	Information included in EPG Section 6

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		where there is a change of APAC	
55	27/03/2003	Options Exercise – Completion (Update)	No longer relevant
56	03/04/2003	Revised Contact Details for CSPD	Information included in EPG Section 1
57	04/04/2003	Increase in the Pensions Earning Cap	No longer relevant
58	08/04/2003	Pension Scheme recruitment, retention and exit flexibilities	Information included in EPG Section 2
59	09/04/2003	Appointment of actuarial advisers	Incorporated into various parts of the EPG
59	09/04/2003	PCSPS Bulk Transfers	Information included in EPG Section 12
60	11/04/2003	Departmental Resource Accounts: Disclosure of Salary and Pension Information	Information included in EPG Section 13
61	14/04/2003	Transfers between employments covered by Civil Service pension arrangements and employments which have pension schemes by analogy to those arrangements.	Information included in EPG Section 4
62	16/04/2003	New scheme new entrant procedures (7) – letter of appointment text.	Information included in EPG Section 4
63	28/04/2003	PCSPS health standard – exclusion of certain members of the premium and partnership schemes from the ill-health retirement provisions. (See PC73 Health declarations on admission to the scheme and PC126 Revised health declaration procedures)	Information superseded – see EPN 157 for details
64	30/04/2003	Civil Service Additional Voluntary Contribution (CSAVC) Scheme: Scottish Widows	EPN instructed employers to issue Office Notice to staff. No further action required
65	02/05/2003	Distribution arrangements for Rules Reprint	No longer relevant
66	13/05/2003	Partnership pension account	Information included in EPG Section 4.2
67	16/05/2003	Annual Benefit Statements - Partnership Pension Account - Civil Service Additional Voluntary Contribution (CSAVC) Scheme - The Designated Stakeholder Scheme	EPN instructed employers to issue Office Notice to staff. No further action required
67MON	16/05/2003	Model office notice	
68	09/06/2003	Partner's pensions in premium and classic plus	EPN instructed employers to issue Office Notice to staff. No further action required
68 MON	09/06/2003	Model office notice	
72	04/08/2003	Compulsory Staff Transfers into and out of PCSPS	Information included in EPN 96 (Section 12)

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73	02/09/2003	Retrospective admission of part-timers to the PCSPS – Invitation to Employer Workshops	No longer relevant
74	03/09/2003	Medical Guidance Notes	No longer relevant – information updated. See website
75	03/09/2003	Information and sources of guidance for employers	Information included in EPG Section 2
76	18/09/2003	New contact details for Cabinet Office: Civil Superannuation	Information included in EPG Section 3
78	22/09/2003	Civil Service Injury Benefit Scheme Training Event	No longer relevant
78A		Booking form	
79	30/09/2003	Civil Service Compensation Scheme – Early retirements	No longer relevant
80	21/10/2003	Payment of employer and employee contributions	Information included in EPG Section 3
81	13/11/2003	Civil Service Additional Voluntary Contributions (CSAVC) Scheme – Equitable Life	EPN instructed employers to issue Office Notice to staff. No further action required
81 letter	13/11/2003	Civil Service Additional Voluntary Contributions (CSAVC) Scheme – Equitable Life	
81 MON	13/11/2003	Civil Service Additional Voluntary Contributions (CSAVC) Scheme – Equitable Life	
83	23/12/2003	Partnership Pension Account: employer and payroll code numbers.	Information included in EPG Section 4
84	30/12/2003	Partnership pension account: AMP NPI	Current partnership pension providers listed in EPG Section 4
85	12/01/2004	Medical advice Contact	Updated and held on website
86	23/01/2004	Standard Life's recent announcement	EPN instructed employers to issue Office Notice to staff. No further action required
86 MON	23/01/2004	Standard Life's recent announcement	
87	26/01/2004	Civil Service Additional Voluntary Contribution Scheme: communicating with members	EPN instructed employers to issue Office Notice to staff. No further action required
87 MON	26/01/2004	Civil Service Additional Voluntary Contribution Scheme: communicating with members	
88	17/02/2004	2003-04 Pension Contributions	No longer relevant
89	18/02/2004	Age limits for applying to transfer pension benefits into the PCSPS	Superseded by EPN 149
90	04/03/2004	Employing people who are already in receipt of a Civil Service Pension	Information included in EPG Section 4
92	22/03/2004	Department Resource Accounts: Disclosure of Salary and Pension	Information included in EPG Section 13

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		Information for 2003-04	
<b>92 Supplement</b>	28/07/2004	Departmental Resource Accounts: Disclosure of Salary and Pension Information for 2003-04	Information included in EPG Section 13
<b>93</b>	23/03/2004	Standard Life and Scottish Widows: Bonus Announcements	EPN instructed employers to issue Office Notice to staff. No further action required
<b>93 MON</b>	23/03/2004	Standard Life and Scottish Widows: Bonus Announcements	
<b>95</b>	13/04/2004	Increase in the Pensions Earnings Cap	Information updated by yearly EPNs
<b>97</b>	26/04/2004	Medical Advice Contract	Information updated and held on website
<b>98</b>	27/04/04	Finding an APAC – Guidance and model 'Invitation To Tender'	Information in EPG Section 2 – ITT and information on APAC status on website
<b>99</b>	28/04/2004	Pay Delegation : Guidance Note 35 (2004) – Pension Issues	Relevant pension information included in EPG Section 10
<b>100</b>	25/05/2004	Civil Service Additional Voluntary Contributions Scheme: Reopening of the Scottish Widows Unit Linked Life and Pension Property Funds to new investors	EPN instructed employers to issue Office Notice to staff. No further action required
<b>101</b>	28/05/2004	Employer Payroll Interface and Payroll Migration	Information on interfaces held in EPG Section 8
<b>101A</b>	16/07/2004	Employer Payroll Interface and Payroll Migration Workshops	These workshops no longer available
<b>102</b>	22/07/04	Accruing Superannuation Liability Charges (ASLCs)	Information updated each year
<b>103</b>	09/08/2004	Partnership pension account: transmitting data from payroll provider to pension provider	Information on website
<b>104</b>	23/08/2004	Compensation terms for redundancy	Information included in EPG Section 6
<b>105</b>	16/09/2004	Communicating pensions information	No longer relevant
<b>106</b>	27/09/2004	Pensions communication strategy: network representatives and launch meetings	PCNs initiated
<b>107</b>	05/10/2004	Revised actuarial factors for the PCSPS and CSCS: costs of early retirement benefits	Information included in EPG Section 6
<b>109</b>	12/10/2004	Equitable Life and the Civil Service Additional Voluntary Contributions (CSAVC) Scheme	EPN instructed employers to issue Office Notice to staff and inform payrolls of change. No further action required
<b>115</b>	01/01/2005	Recovery of debts from Civil service pension benefits or compensation benefits	Information included in EPG Section 6
<b>116</b>	01/01/2005	Early departure bills	No longer relevant
<b>118</b>	01/02/2005	Partnership Pension Account Workshops	No longer relevant
<b>119</b>	01/02/2005	2004-05 Pension Contributions	No longer relevant



<b>EPN No</b>	<b>Date issued</b>	<b>Subject</b>	<b>Reason for Archive</b>
<b>120</b>	01/03/2005	Civil Service Pension and Compensation Arrangements – Medical Advice Contract	Information updated in EPG Section 4 and on website
<b>121</b>	01/03/2005	Increase in the Pensions Earnings Cap 2005/06	No longer relevant
<b>122</b>	01/04/2005	Departmental Resource Accounts Disclosure of salary and pension information for 2004-05	Information included in EPG Section 13
<b>122 correction</b>	01/04/2005	Departmental Resource Accounts Disclosure of salary and pension information for 2004-05	Information included in EPG Section 13
<b>123</b>	01/04/2005	Early departure: qualifying service information, timing of the recovery of costs and computerised bills	Information included in EPG Section 6
<b>124</b>	01/05/2005	Setting off compensation payments against a subsequent award of Ill Health pension	Information included in EPG Section 6
<b>125</b>	01/05/2005	Paying Contributions Equivalent Premia (CEPs)	Information included in EPG Section 6
<b>130</b>	01/10/2005	New starter packs	Information included in EPG Section 4
<b>138</b>	01/02/2006	Deadline for advising Authorised Pension Administration Centres (APACs) of early departures in 2005-06	No longer relevant
<b>139</b>	01/02/2006	2005-06 Pension Contributions	No longer relevant