

ANNEX B

Office notice 2

Civil Service Pensions

On [date of first office notice] we told you about a pension aggregation choice exercise for some staff. The aggregation exercise will apply to you if you:

- are a member of **classic** Civil Service pension scheme; and
- you have 'preserved pension benefits' from a previous period of employment in the Civil Service. You will have preserved pension benefits if you worked in the Civil Service long enough to qualify for a pension – the qualifying period is currently two years (Before 1988 the qualifying period was 5 years).

We told you that our Authorised Pension Administration Centre (**APAC**), [insert name of **APAC**] would write to these staff telling them about a pension choice available to them. The choice is whether:

- to have separate pensions; or
- to aggregate your periods of service into one pension.

If you are in **classic** and have a preserved pension it is important you look at this choice now as the deadline for making a decision is 24 February 2006. If you have received the form and have not yet returned it, please send it off now to [insert name of **APAC** and contact details]. If you have not received anything from the **APAC** please contact them now.

