

Employer APPLICATION FORM for auto enrolment

Employer details

PLEASE USE CAPITAL LETTERS

Name	
Companies House number or VAT registration details	PAYE ref
Address	
Postcode	Staging date
Number of job holders	Postponement date (if applicable)
Contact name	
Email address	
Pay Reference Period	

Contributions

Please select one of the following options. Use our auto enrollment calculator at www.cheviottrust.com to calculate the best option. Use more than one form if you wish to select different options for different job holders.

Category of job holder:

Definition of Pay ¹	Contributions from Staging Date	Contributions from October 2017	Contributions from October 2018	Please tick relevant option
Qualifying Earnings	1% employer 1% employee	2% employer 3% employee	3% employer 5% employee	<input type="checkbox"/>
Pensionable pay	2% employer 1% employee	3% employer 3% employee	4% employer 5% employee	<input type="checkbox"/>
Pensionable pay at least 85% of total pay averaged across all job holders	1% employer 1% employee	2% employer 3% employee	3% employer 5% employee	<input type="checkbox"/>
Total pay	1% employer 1% employee	2% employer 3% employee	3% employer 4% employee	<input type="checkbox"/>
Other (please complete) ²				<input type="checkbox"/>

¹Contributions can be based either on

Qualifying Earnings includes salary, commission, bonuses, overtime, statutory sick pay, maternity/paternity/adoption pay and **excludes** benefits in kind (P11D) earnings (eg, car, fuel, private medical insurance), or

Pensionable Pay usually gross basic pay, **excluding** commission, bonuses, overtime, benefits in kind, or

Total pay: includes all pay, including benefits in kind.

²Subject to the minimum based on Qualifying Earnings

The Trustee undertakes

- To provide members with joining packs, and opt out notices (if requested)
- To pay refunds within statutory time limits and if possible offset any employer contributions against future contributions due within one year
- To provide a unique Employer Pension Scheme Reference
- To comply with the disclosure requirements and keep statutory records
- To terminate the arrangement if the Cheviot pension ceases to qualify as a workplace pension

Employer's declaration

The Employer applies to join the Cheviot pension on the basis set out on this form.

It confirms and agrees the following:

- the Cheviot pension is to be its workplace pension for auto enrolment purposes for the employees set out above
- the contribution basis set out above complies with the minimum contributions required for auto enrolment. Any legislative changes to the definitions will automatically amend the contribution rates
- to complete the Declaration of Compliance with the Pensions Regulator in respect of its auto enrolment employer duties
- to provide the information requested by Cheviot on a timely basis. This will include details of employees and pay to enable the contributions paid to be checked. Immediate notification of any opt out notices required and that statutory records will be kept
- its consent to the information on this form being held and processed by Cheviot in accordance with the Data Protection Act 1998
- to be bound by the Cheviot Trust Deed and Rules as amended from time to time
- to pay the relevant contributions on a monthly basis including any contributions deducted from the member's pay within the statutory timescales
- a notice period of not less than two calendar months of the Employer's withdrawal
- any successor in business shall be bound by the terms of this application
- to be bound by the Trustee's policy on termination

Signed on behalf of the Employer

date

Signed on behalf of the Cheviot Trust

date

Payment Details

Payment should be made by direct credit to the following bank account, please ensure you provide your reference number with each payment (this will be sent to you after receipt of your application form).

Sort code: 60-80-08

Account number: 03477444

Account name: Cheviot Trust Money Purchase Scheme

I acknowledge that the information on this form is held and processed by The Cheviot Trust, my employer and organisation providing services for the purposes of administering the scheme, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

Further details about how we use your personal data can be found in our Privacy policy which is available at www.cheviottrust.com/privacypolicy.

PLEASE COMPLETE THIS FORM AND RETURN TO US BELOW:

E. people@cheviottrust.com **www.**[cheviottrust.com](http://www.cheviottrust.com)

Kingswood House, 58-64 Baxter Avenue, Southend-on-Sea, Essex SS2 6BG **T.** 01702 354024 | **F.** 01702 354364

TRUSTEE: CHEVIOT TRUSTEES LIMITED. REGISTERED IN ENGLAND AT THE ABOVE ADDRESS. REGISTERED NUMBER 5396879.