Equitable Life

Important changes affecting your Equitable pension scheme

A guide for trustees of group defined contribution occupational pension schemes

November 2005

Contents

1 Introduction

From 6 April 2006 (commonly referred to as ‘A-Day’), new simplified pension laws will be introduced in the UK.

The new laws, referred to as ‘pensions simplification’, will change pension laws overnight and the same tax rules will apply to all pensions. The new laws will apply to everyone, no matter what type of pension scheme they belong to or when it began.

These simple rules replace all the existing Inland Revenue (now HM Revenue and Customs – known as HMRC) limits on contributions and benefits so they will affect all UK pension arrangements.

There are also some transitional arrangements (see section 3 of this booklet) which are rather more complicated so we suggest that you get independent financial advice.

This booklet aims to:

- give you a summary of the main new laws relevant to your Equitable policy;
- help you to identify the actions your scheme will need to take; and
- give you a draft announcement, which you may want to use to help tell your members about the changes.

2 The new rules

The following sections provide a summary of the new rules. If you have to do something as trustee, this is explained in the section 'Actions for trustees' (see section 4 of this booklet).

HMRC approval

From 6 April 2006, pension schemes no longer need approval or to have scheme changes approved. However, each pension scheme will need to be registered. All approved pension schemes at 5 April 2006 will automatically be registered with HMRC.

Member nominated trustees

Previously the Government allowed employers to opt out of the process for appointing trustees chosen by members. New guidance issued by the Pensions Regulator will change this. In future, this will make the trustees responsible for the way in which members select trustees. The new guidance notes have yet to be finalised. We expect that the Government will allow a period of time for pension schemes to meet these new requirements. One-third of trustees will still need to be chosen by members.

Procedure for dealing with disputes

This change took place in September 2005. You are now able to design your own disputes procedure (previously the Government issued a fixed process). We expect the Government to publish further details shortly.

Scheme changes

Draft regulations have been issued which say that if certain changes are made to your scheme, you must consult your members before those changes are made. You will find more details on the Department for Work and Pensions website at **www.dwp.gov.uk**.

Audit

For a scheme with more than 100 members (active, deferred and pensioners in total) the scheme accounts must be audited each year. You will need to arrange this.

Contributions

Annual allowance

The annual allowance starts at £215,000, and this is the most that can be paid into pension schemes for an individual in any one year for both employer and personal contributions without the member having to pay a tax charge.

The annual allowance for each tax year is as follows.

Tax year	Annual allowance
2006/2007	£215,000
2007/2008	£225,000
2008/2009	£235,000
2009/2010	£245,000
2010/2011	£255,000

There will be a tax charge of 40% for any contributions paid above the annual allowance. This tax will be accounted for and collected through the normal tax self-assessment process for the member.

The annual allowance does not apply in the year in which the member takes the last of their benefits under the scheme or in the year in which they die.

If the personal contributions paid in any one year are more than the individual's earnings in that year (or £3,600 if greater), no tax relief will be given on the extra amount.

Pension input period

As the scheme administrator, you can choose the pension input period and we suggest that you use your scheme year. The contributions during the pension input period ending in a given tax year are counted as falling within that tax year. For example, if a scheme year runs from 1 July 2006 to 30 June 2007, the contributions during that scheme year will fall within the tax year ending 5 April 2008. The annual allowance that will apply for that tax year is £225,000.

The first pension input period will run from 6 April 2006 to your first pension scheme anniversary date happening on or after 6 April 2006. Pension input periods after that will normally be for whole scheme years.

Checking contributions

The member will be responsible for making sure that the contributions paid to all pension schemes are within the limits set out in the section 'Annual allowance' above. We will not monitor the contributions that are paid, and you do not have to do so either.

The personal tax return forms for 2006/2007 will have a section for the member to fill in about pension contributions.

Death benefits

The contributions paid towards death-in-service benefits are included in the annual allowance.

Additional voluntary contributions (AVCs)

You no longer need to provide an AVC facility in your scheme. However, you may continue to use the existing AVC facility.

Benefits

Lifetime allowance

If the total value of all a member's pension savings and benefits is more than their lifetime allowance when benefits are taken, they will have to pay a tax charge. The standard lifetime allowance, which will be used for most people, is as follows.

Tax year	Standard lifetime allowance
2006/2007	£1,500,000
2007/2008	£1,600,000
2008/2009	£1,650,000
2009/2010	£1,750,000
2010/2011	£1,800,000

You should take tax on the amount over the member's lifetime allowance (the excess) at the rate of 55% if the member takes the excess as a lump sum, and 25% if the excess is used to provide an annuity. (The 25% is usually paid from the member's fund and the rest is used to take an annuity. The annuity being paid is then taxed as earned income in the normal way.) These extra tax charges are known as 'lifetime allowance charges', and will be paid from the member's fund. You are responsible for accounting for and paying this tax to HMRC.

If a pension for a member is already being paid at 6 April 2006, the value of the pension which is included in that member's lifetime allowance is the annual amount of the pension at 5 April 2006 multiplied by 25.

Death benefits

When a member dies, the value of any death-in-service benefits will be included to assess whether they are within the lifetime allowance. If the total value (that is, the death benefits and the value of their pension) is more than their lifetime allowance, a lifetime allowance charge will apply. This tax charge may be avoided if the extra amount is used to provide a dependant's pension. You may want to get independent financial advice on this topic to make sure that the structure of benefits under your scheme does not create an unnecessary tax for your members.

If a member drawing a pension dies and there is a lump sum payment due (because your scheme may guarantee that at least five years' pension payments are made), in future this payment will be taxed at 35%.

Tax-free cash

When a member takes their benefits, they will normally be allowed to take up to a quarter of the total fund, up to the amount of any standard lifetime allowance left, as a tax-free cash sum.

Retirement options

There are more pension options available when people retire. To help you consider the full range of choices available, you may want to get independent financial advice.

From 6 April 2006 we will offer a limited range of pensions. It will only be possible to have a pension from us that is level in payment from that date. You may want to consider helping scheme members take an open-market option to buy a pension from another insurance company. To do this you should get independent financial advice. This will help make sure that a full range of pension choices continues to be available to scheme members.

Drawing a pension

People no longer have to retire from their employer's service before they can start drawing pension benefits. However, if the member does not retire, the terms of your Equitable Life policy state that there may be an early withdrawal adjustment if a member draws benefits at a time other than when they retire or when they die.

Retirement age

From 6 April 2010, the minimum age for starting to draw a pension will normally be 55.

If a member takes their benefits from the scheme after their 75th birthday, they will not be allowed to take any tax-free cash.

Ill-health retirement

A member may start receiving a pension from any age if a registered medical practitioner has confirmed that they cannot carry on their occupation due to ill health and the trustees agree. If the member regains their health, you may suspend their ill-health pension.

Protected rights

If the member was contracted out of the State Earnings-Related Pension Scheme (SERPS) or the State Second Pension (S2P) at any time while they were a member of this scheme, National Insurance rebates will have been paid to us for that member. The benefits bought by these rebates are known as 'protected rights'.

If the member retires before age 60, the new rules no longer prevent the protected rights being taken at the same time as other scheme benefits. However, our policies will not allow protected rights to be taken before age 60. Instead the member can choose to continue to invest the protected rights until the age at which they decide to draw a pension from them, as long as they are then 60 or more at that time. If the member retires before age 60, the protected rights may be transferred to another provider (we will apply any early-withdrawal adjustment in force at that time) for them to pay a pension.

The pension benefit secured by the protected rights must include a pension for the member's husband or wife when the member dies, or a pension for the member's partner if there is a civil partnership.

Taking small pension funds as cash

If the total value of the member's pension savings and benefits when they come to take them is less than £15,000, and they are 60 or older, it will be possible to take them all as cash. A quarter of the value of the pension will be tax-free and the balance will be taxed as earned income. The limit of £15,000 is 1% of the standard lifetime allowance and will increase in line with that allowance.

If a member takes advantage of this rule, they must take all their pension savings as cash payments within 12 months of taking the first amount as cash.

Although, for the first time, the new laws will allow members to cash in very small pensions in payment, this is not something we will offer. This is allowed if the total value of the member's pension benefits is less than the £15,000 limit.

Benefits when leaving service

When leaving service with less than two years' qualifying service but at least three months' service, the member has three options. They can:

1 transfer their benefits to another pension scheme;
2 leave their benefits in your scheme; or
3 take a refund of their contributions (if any).

The transfer value and the benefit left in the scheme will be based on their contributions (if any) and those of the employer.

If a member receives a refund of their contributions because they have less than two years' qualifying service when leaving service, the first £10,800 of the refund will be taxed at 20% (the rate currently applied) and any amount above this at 40%.

Divorce

If a court makes an order sharing pension benefits, this could affect the individual's lifetime allowance. You should tell us if there is a pension-sharing court order.

3 Transitional arrangements

The Government has introduced some transitional arrangements to help protect the existing rights of members with pension arrangements in place now.

These important arrangements protect people with the following.

A Very large pension savings – enhanced and primary protection.
B Existing rights to tax-free cash above the new 25% limit.
C Existing rights to take pension benefits before age 55.

This section of the booklet explains these arrangements in more detail. This is a particularly complicated area and we suggest you consult an independent financial adviser.

A Members with very large pension savings

Two types of protection are available. If the member wants protection, they must register with HMRC before 6 April 2009 and should also tell you what protection has been granted. If a member is unsure whether they would benefit from one or both of these types of protection, they should get independent financial advice.

a Enhanced protection

No matter what the size of their total pension benefits, a member can avoid the lifetime allowance charge on funds above the lifetime allowance if no further contributions are made (other than some types of payment, for example, National Insurance rebates, if they are contracted out of the State Second Pension) to any pension plan on or after 6 April 2006. Paying any other type of contribution on or after 6 April 2006 would cause the enhanced protection to be withdrawn. So it is important that you identify any members who either apply for or are granted enhanced protection so that no contributions are paid for them after 5 April 2006.

b Primary protection

This is available only if the value of the member's total pension benefits (from all sources) is more than £1,500,000 on 5 April 2006. In this case, the value of those benefits that are within HMRC benefit limits, worked out at 5 April 2006, increased at the same rate as the standard lifetime allowance, will be protected from any future lifetime allowance charge. Contributions can continue to be paid, although the pension benefit from those contributions may have a lifetime allowance charge taken.

A member may apply for both primary and enhanced protection.

Special rules apply if the member has a pension benefit from a final salary or defined benefit pension scheme.

B Tax-free cash

At the moment, occupational pension schemes allow their members to receive a tax-free cash sum when they retire, usually based on their years of service and salary. If this formula provides a tax-free cash sum of more than a quarter of the value of the member's pension benefits at 5 April 2006, the tax-free status of this sum can be protected if the information needed is available. It is not necessary to register this protection with HMRC.

Special rules apply where the individual has also registered for enhanced or primary protection (or both).

C Taking pension benefits before age 55 after 5 April 2010

From 6 April 2010, the minimum age for pension benefits to be paid will normally be 55. Members, who on 5 April 2006 have a right to retire before age 55, given to them under the scheme rules before 10 December 2003, will keep the right to take their benefits at the age given.

Although it is not entirely clear what is considered to be a right to retire before age 55, HMRC have said that they do not consider that schemes that allow members to retire early with the employer's permission give members the actual right to retire.

Some members may have an approved early-retirement age (for example, professional footballers). In most of these cases, special arrangements continue after 6 April 2010.

4 Actions for trustees

As a result of the new rules, you will need to take the following actions.

Immediate action

1. You must tell your scheme members about the changes being made. You may use the draft announcement enclosed with this booklet (appendix A). If you want to use this, you can download a copy from our website **www.equitable.co.uk**. You should give a copy to each active and deferred member of the scheme and all new members. **[Note: The new laws come into force on 6 April 2006 whether or not the members have been told.]**

2. Once you have given the announcement to all scheme members, **please send us a copy of it** to:

PO Box 171
Equitable Life Assurance Society
Walton Street
Aylesbury
Bucks
HP21 7YU.

Please also tell us the date you give the announcement to your members.

The draft announcement tells members about the new arrangements set out above. If your members think that they need to apply for enhanced or primary protection, they should get independent financial advice. If a scheme member applies for this transitional protection, they will need to know the value of their pension funds on 5 April 2006, as well as the maximum benefits allowed under the scheme assuming they retired on 5 April 2006. We will give you information about the value of their funds with us if you ask.

To work out the maximum pension allowed under your scheme's rules, we will need you to give us the information for the member that we normally ask for when a member retires (for example, salary information, pension benefits from other sources and so on).

Members can apply for enhanced and primary protection up to 5 April 2009 so it may be sensible to wait until after 6 April 2006 before asking for this value. The value shown on the latest benefit statement may help the member decide whether they need to consider applying for enhanced or primary protection (or both).

3. If a member has applied for enhanced protection, you may want to make sure that no further employer and employee contributions are paid for that member after 5 April 2006.

4. Please tell us about any members who are granted either enhanced protection or primary protection (and send us a copy of the certificates HMRC send them).

5. We will send you more information about the changes for the scheme which will take account of the new laws. These documents will not be finalised before 6 April 2006. We are waiting for further clarification on a number of points so we will send this to you after 6 April 2006.

6. For a scheme with more than 100 members (active, deferred and pensioners in total) the scheme accounts must be audited each year. You will need to arrange this.

Actions in specific events

7. As the appointed administrator of the scheme, you must continue to make regular reports to HMRC. Every three months the trustees must produce a report of taxes collected in connection with payments from the scheme. If these reports are in connection with a member leaving, retiring or dying, we will remind you to tell HMRC. Appendix B provides a list of events that you must report to HMRC. You will need to send these reports to HMRC electronically (**www.hmrc.gov.uk**). Some of the requirements are published in draft. You should monitor the HMRC website for their updates so that you are up to date with the requirements when they start on 6 April 2006.

8. When a member retires, we will normally work out the tax-free cash sum as a quarter of the member's fund value. **If you want to consider whether a higher figure is available for that member (under the arrangements described in section 3 – Transitional arrangements), you will need to provide the information set out below.** We will then work out whether the member had rights before 6 April 2006 to a tax-free cash sum of more than a quarter of their fund value at that time. We will need information about:

- the salary received (not including any golden handshake paid as a result of a redundancy payment) in at least the last three years up to 6 April 2006, split between the basic salary and other payments;
- the taxable value of any benefits in kind (for example, the taxable value of a member's company car) over the same period;

- full details of and the value at 6 April 2006 of any other pension benefits the individual may have;
- full details of and the amount of tax-free cash or pension taken from any other arrangement before 6 April 2006; and
- the date the member joined the employer's service and, if a part-time employee at any point, the number of hours worked for each period of part-time employment.

9. You should tell us if you receive a court order for a divorced scheme member.

10. If there is a tax charge caused by a member retiring, leaving or dying, we will tell you the amount of the charge (based on the information we receive from you). **You will be responsible for paying the tax to HMRC.** Information about the tax return to HMRC is in appendix B.

11. Before a member reaches 75, it is important that you make sure the member starts to take their benefits from the scheme if they want to take any tax-free cash.

Ongoing actions after 6 April 2006

12. HMRC will issue a new pension scheme return document to pension scheme trustees (see appendix B). **You will need to fill in these new forms and return them to HMRC.** You do not need to take any action until HMRC asks you to fill in one of these returns.

13. Notifiable events. The Government has published a list of events that you must report. **You must read and act on the list of reportable events.** You can get information about the notifiable events and a booklet (Guidance from the Pensions Regulator) explaining what you need to do from **www.thepensionsregulator.gov.uk/codesandguidance/codes/index.aspx.** Some of the requirements are complete. Others are published in draft on which the Government wants your feedback. You should monitor this website regularly so that you are up to date with the requirements.

14. The pensions regulator plans to issue a code of practice which will give you guidance on the levels of knowledge, training, qualifications and so on you will need to operate effectively. This code will be available on their website at **www.thepensionsregulator.gov.uk. You should read this code as soon as it is published.** It is possible to register on the website so you know when the code is published.

15. You may want to review your scheme's disputes procedure.

5 More information

The legislation covered by this booklet is contained in the Finance Act 2004 and the Pensions Act 2004. It is planned that other new regulations and legislation will expand on a number of areas where there is, currently, a need for more detail. The regulations and guidance notes from HMRC which have been published throughout 2005 provide detailed instructions on how the new pensions framework will work.

Our websites (**www.equitable.co.uk** and **www.group.equitable.co.uk**) have a copy of this booklet on them. We may update this booklet as we receive new information. The latest version will be available on the websites.

For copies of this booklet and any other relevant material from us
Phone: **0870 607 6791**
Websites: **www.equitable.co.uk** and **www.group.equitable.co.uk**

For an estimate of a member's state pension
Pension Forecasting Team
Phone: **0845 3000 168**
Website: **www.thepensionservice.gov.uk**

HMRC for enquiries about tax, regulations and guidance
Website: **www.hmrc.gov.uk**

Pensions Regulator for guidance to trustees and pensions information
Website: **www.thepensionsregulator.gov.uk**

For general enquiries about pensions and leaflets
Pensions Advisory Service
Phone: **0845 601 2923**
Website: **www.pensionsadvisoryservice.org.uk**

Financial Services Authority (FSA)
For information about pensions and other financial products
Phone: **0845 606 1234**
Website: **www.fsa.gov.uk**

To find a financial adviser
IFA Promotion
Phone: **0800 085 3250**
Website: **www.unbiased.co.uk**
For a list of three financial advisers in your local area.

This booklet is a summary of the major changes to laws affecting pension products which will apply from 6 April 2006. You should not consider this information to be financial advice, and you should not rely on it. The effect of tax (and any tax relief) depends on individual circumstances. You should consult an independent financial adviser before making decisions about current pension provision.

Appendix A

Draft announcement letter for scheme members
(This announcement letter should be produced on the employing firm's headed paper.)

Scheme name: ....

Introduction

From 6 April 2006 (commonly referred to as 'A-Day'), new simplified pension laws will be introduced in the UK.
The new laws, referred to as 'pensions simplification', will change pension laws overnight and the same tax rules will apply to all pensions. The new laws will apply to everyone, no matter what type of pension scheme they belong to or when it began.
This leaflet aims to:

- give you a summary of the main new laws relevant to the Equitable policy for your pension scheme; and
- help you understand if you need to take any action and, if so, what you need to do.

The new rules

The following sections provide a summary of the new laws being introduced from 6 April 2006.

Contributions

There are two new rules relating to the contributions to your pension arrangements.

1 Annual allowance

The annual allowance starts at £215,000, and is the most that you (or anyone on your behalf) can pay into pension schemes in any one year without having to pay tax. The annual allowance each tax year is as follows.

Tax year	Annual allowance
2006/2007	£215,000
2007/2008	£225,000
2008/2009	£235,000
2009/2010	£245,000
2010/2011	£255,000

The annual allowance does not apply to the year when you take the last of your retirement benefits from this plan or to the year in which you die.

2 Earnings

If you pay personal contributions in any one tax year that are more than your earnings in that year (or £3,600 if greater), you will not get tax relief on the extra amount.

Checking contributions

You will be responsible for making sure that all the contributions paid are within the two rules set out above. We will not monitor the contributions paid.

Your tax return form for 2006/2007 will have a section to fill in about pension contributions.

Benefits

Lifetime allowance

If the total of all your pension savings being paid are worth more than your lifetime allowance when you take your benefits, you will have to pay tax. The standard lifetime allowance, which will be used for most people, is as follows.

Tax year	Standard lifetime allowance
2006/2007	£1,500,000
2007/2008	£1,600,000
2008/2009	£1,650,000
2009/2010	£1,750,000
2010/2011	£1,800,000

If you go above your lifetime allowance, your pension scheme trustees will work out the tax you owe and pay it to the Inland Revenue (now known as HM Revenue and Customs) for you.

Tax-free cash

When you take your benefits, you will normally be allowed to take up to a quarter of the total fund, up to the amount of any lifetime allowance you have left, as a cash sum free of any tax.

More details

Retirement options

There are more options available to you once you decide to take your pension benefits. To help you consider the full choices available, you may want to get independent financial advice.

Retirement age

From 6 April 2010, the minimum age for starting to draw a pension will normally be increased from 50 to 55.

Death benefits

When you die, if the value of all of your benefits from your pension arrangements is more than your lifetime allowance, you may pay tax.

Protected rights

If you used your policy to contract out of the State Earnings-Related Pension Scheme (SERPS) or the State Second Pension (S2P) at any time, the Government will have paid National Insurance rebates to us, for you. The benefits bought by these rebates are known as 'protected rights'.

Equitable's policy does not allow protected rights to be taken as a pension before age 60. Instead, you can choose to continue to invest the protected rights with us, until you choose to draw them as a pension, as long as you are at least 60 or more at the time. If you retire before age 60, you may transfer the protected rights to another provider (we will apply any early-withdrawal adjustment in force at that time) for them to pay a pension.

The pension benefit secured with the protected rights must include a pension for your husband or wife if you die, or a pension for your legally recognised partner if there is a civil partnership.

Taking small pension funds as cash

If the total value of all your pension benefits when you come to take them is less than £15,000, and you are 60 or older, you will be able to take them all as cash. However, you will have to pay tax. The limit of £15,000 is 1% of the standard lifetime allowance and will increase in line with that allowance.

Benefits when leaving service

If you leave service with less than two years' qualifying service but more than three months' service, you can ask for a transfer value to another pension scheme or to leave your benefits in the scheme rather than take a refund of your own contributions (if any). The transfer value and the benefits left in the scheme will be based on your contributions (if any) and those of your employer.

Divorce

If a court makes an order sharing pension benefits, this could affect your lifetime allowance. You should tell us if a pension-sharing court order is made.

Special arrangements for large funds

There are special arrangements if the total value of all your pension savings at 5 April 2006 will be more than £1,500,000 or is likely to grow to be more than the standard lifetime allowance at any time in the future.

If you think this will apply to you, please ask the normal point of contact for pension scheme matters for more information.

More information

For an estimate of your State Pension

Pension Forecasting Team
Phone: **0845 3000 168**
Website: **www.thepensionservice.gov.uk**

To find out about State Pensions

Department for Work and Pensions information line
Phone: **0845 3000 168**
Website: **www.thepensionservice.gov.uk**

Inland Revenue (HM Revenue and Customs) for enquiries about tax

Website: **www.hmrc.gov.uk**

For general enquiries about pensions and leaflets

Pensions Advisory Service
Phone: **0845 601 2923**
Website: **www.pensionsadvisoryservice.org.uk**

Financial Services Authority (FSA)

For information about pensions and other financial products
Phone: **0845 606 1234**
Website: **www.fsa.gov.uk**

To find a financial adviser

IFA Promotion
Phone: **0800 085 3250**
Website: **www.unbiased.co.uk**
For a list of three financial advisers in your local area.

Disclaimer: This announcement is a summary of the major changes to laws affecting pension products which will apply from 6 April 2006. You should not consider the information to be financial advice, and you should not rely on it. The effect of tax (and any tax relief) depends on your circumstances. You should consult an independent financial adviser before making decisions about your current pension position.

Appendix B

HM Revenue and Customs forms

HMRC have produced the following new and replacement draft forms. You can get copies of these draft forms at **www.hmrc.gov.uk/pensionschemes/tax-simp-draft-forms.htm**.

Forms for the trustees to fill in

Registering a pension scheme

Existing approved schemes will be registered automatically so you are unlikely to need this form unless you set up a new scheme.

Event report

You must fill in this form if one of the following events happens in the pension scheme. If your scheme is 'fully insured' (that is, all your investments are in insurance policies) and you use the rules we have given you, only the following events are relevant.

You can only get these forms on the HMRC website. There is no paper version of the form. To fill in a form, you must log onto the HMRC website and send the form electronically.

- The scheme is wound up.
- The number of scheme members increases or reduces so that it changes from one band to another (bands are 0 members, 1 to 10 members, 11 to 50 members, 51 to 10,000 members, more than 10,000 members).
- Any unauthorised payments are made.
- Lump-sum death-benefit payments that, together with other similar payments already taken, are more than 50% of the standard lifetime allowance.
- A member who has enhanced protection (or their legal representative) takes their benefits on death or retirement, and those benefits together with other benefits already taken are more than the standard lifetime allowance.
- A transfer is made to an overseas scheme that is not registered.
- A member who is or was within the previous six years a director, a sponsoring employer or a person connected to either, takes retirement benefits before reaching the minimum pension age (for example, due to ill health).
- A lump-sum serious ill-health cash payment is paid to a member who is or was within the previous six years a director, a sponsoring employer or a person connected to either.
- An ill-health pension is suspended.
- Tax-free cash sum (known as a pension commencement lump sum) above the limits (25% of the value of the member's benefits and the payment is also more than 7.5% of the standard lifetime allowance and less than 25% of the standard lifetime allowance for the year in which it was paid).
- The scheme changes its governing documents from 5 April 2006.
- The scheme changes its legal structure.

(If you need to fill in this event report for your scheme that is invested with us, we will remind you when you tell us about the event.)

Accounting for tax return

You must fill this in if there is a tax charge in relation to benefits paid under the pension scheme. You need to return the filled-in form to HMRC within 45 days of the end of the quarter date (31 March, 30 June, 30 September, 31 December) after the tax was due (that is, when the member's benefits are paid out). If you need to fill in this form for any member of your scheme that is invested with us, we will tell you when we are dealing with the member's retirement, death or leaving-service benefits.

Registered pension scheme return

You must only fill this in when HMRC specifically asks you to.

Forms for the member to fill in

The member may fill in the forms electronically through the HMRC website, or they may fill in a paper version and send it to HMRC.

Protecting existing rights

The member must fill this in if they are applying for enhanced or primary protection (see section 3).

Enhanced lifetime allowance (pension credit rights)

The member must fill this in if he or she receives a pension credit as a result of a divorce settlement on or after 6 April 2006.

Enhanced lifetime allowance (international)

The member must fill this in if they receive a transfer from an overseas scheme.

Equitable Life

PSP/NOV/05/Booklet C2