



National Insurance Contributions Series
CA16A

Appropriate Personal Pension Scheme Manual

Guidance for Scheme Managers

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Abbreviations

APP Appropriate Personal Pension

APPSHP Appropriate Personal Pension Stakeholder Pension

ARR Age-Related Rebate

ASCN Appropriate Scheme Number

AVC Additional Voluntary Contributions *

COD Contracted-out Deduction

COMB Contracted-out Mixed Benefit *

COMP Contracted-out Money Purchase *

COMPSPH Contracted-out Money Purchase Stakeholder Pension *

COSR Contracted-out Salary Related *

DWP Department for Work and Pensions

ECON Employer's Contracting-out Number

EPB Equivalent Pension Benefit *

EU European Union

FSA Financial Services Act *

FSAVC Free standing Additional Voluntary Contributions

GAD Government Actuaries Department *

GB Great Britain

GMP Guaranteed Minimum Pension *

HMRC Her Majesty's Revenue and Customs

NI National Insurance

NICs National Insurance contributions

NINO National Insurance number

NIRS National Insurance Recording System

OPB Occupational Pensions Board *

PA Pensions Act

PP Personal Pension

PPPLG Personal Pension Providers Liaison Group *

PPPRP Personal Pension Protected Rights Premium *

PSA Pension Schemes Act 1993

PSS Pension Scheme Services

SCON Scheme Contracting-out Number

SERPS State Earnings Related Pension Scheme

SI Statutory Instrument

UK United Kingdom

Glossary of terms

This glossary is made up of definitions taken and adapted from various sources. Where necessary, definitions mirror those in legislation. For ease of reference and consistency with the pensions industry some definitions have been taken, in whole, or in part, or adapted from the joint PMI/PRAG publication 'Pensions Terminology'. A copy of this is available from the PMI. PMI is the Pensions Management Institute and PRAG is the Pensions Research Accounts Group.

Appropriate Personal Pension

A personal pension scheme which an individual may join as a means of contracting-out of the State Second Pension, previously known as the State Earnings Related Pension Scheme (SERPS). To obtain an appropriate scheme certificate from Pension Schemes Services on behalf of the commissioners of HMRC, the personal pension scheme needs to satisfy certain conditions about the provision of protected rights.

Appropriate Personal Pension Scheme certificate

The certificate issued by HMRC Pension Schemes Services on behalf of the Commissioners of HMRC to a PP scheme or to a FSAVC scheme, confirming that the scheme satisfies the conditions required for contracting-out.

Appropriate Personal Pension Stakeholder Pension (APPSHP) scheme

An Appropriate Personal Pension scheme which operates in the same basis as an APP scheme but with stakeholder status.

Earners

An earner construed in accordance with sections 3, 4 and 112 of the Social Security Contributions and Benefits Act 1992.

Former wife/husband/civil partner

A person who may acquire accrued pension rights under a pension share.

Free standing Additional Voluntary Contributions (FSAVCs)

Contributions to a pension contract separate from a company pension scheme effected by an active member of that scheme. Benefits are secured with a pension provider by contributions from the members only.

Friendly Society

A Friendly Society as defined in the Friendly Societies Act 1992 (including any society which, under section 96(2) of that Act, is to be treated as a registered Friendly Society within the meaning of that Act).

Insurance company

An insurance company authorised to carry on long term business as such under the Insurance Companies Act 1982.

Minimum contributions

Contributions payable to an APP scheme or to a FSAVC scheme by the HMRC National Insurance Contributions Office in respect of a member who is contracted-out of the state additional pension. Minimum contributions are made up of the contracted-out rebate (including Age-related Rebates (ARRs), the 1% age addition where appropriate and 2% incentive payment if entitlement existed.

Pension Sharing on Divorce

A term used where the courts agree or order that on divorce or nullity, contracted-out pension rights are to be shared.

Personal Pension (PP) scheme

A scheme or arrangement providing benefits in the form of pensions or otherwise to its members.

Protected rights

The rights held under an Appropriate Personal Pension/Appropriate Personal Pension Stakeholder Pension or a Contracted-Out Money Purchase/Contracted-Out Money Purchase Stakeholder Pension scheme which derive mainly from the contracted-out rebate and its investment return. These rights are subject to prescribed conditions relating to their investment and their use on retirement.

Provider

A person or institution which provides a PP or FSAVC scheme approved by HMRC.

Safeguarded Rights

Rights as defined in section 68(A) of the Pensions Schemes Act 1993.

Scheme Administrator

The trustees or managers (If there are no trustees), and any person or company authorised to act on their behalf, but not including any person who is resident outside the UK or another state, which is a member state, or a non-member EEA state. A non-member EEA state means a state other than the UK which is a contracting party to the agreement on the European Economic Area signed at Oporto on 2 May 1992.

Scheme Authorities

The scheme administrator, provider, trustee(s), or auditor of a scheme.

State Earnings Related Pensions Scheme (SERPS)

A term used to describe the additional pension provisions of the State Pension scheme earned from 6 April 1978 to 5 April 2002.

State Second Pension

A term used to describe the additional pension provision of the state pension scheme accrued from 6 April 2002.

Trustee

A person or company appointed to carry out the purpose of a trust in accordance with the trust deed and rule, trust law, and where relevant, pensions law.

1 Introduction to this manual

About this manual

- 1.1 This manual
- is intended for scheme administrators who wish to use an Appropriate Personal Pension (APP) scheme as a vehicle for employed earners to contract out of the State Second Pension, formerly known as State Earnings Related Pension Scheme (SERPS) or who already have APP scheme certificates
 - incorporates changes to contracting out with an APP introduced by the Pensions Act 1995.
- 1.2 This manual gives general guidance only and should not be treated as a complete and authoritative statement of the law.
- 1.3 This manual, and those associated with it, are available to anyone who has an interest in the procedures for gaining and then maintaining an APP scheme certificate.
- 1.4 This manual tells APP scheme administrators
- how to apply for an APP scheme certificate
 - what action to take to remain an APP scheme
 - how to vary and surrender an APP scheme certificate.
- 1.5 This manual and manual CA16, *Appropriate Personal Pension Scheme Manual - Procedural guidance*, deal only with guidance for APP schemes. Separate manuals are available on other contracted-out schemes, including:
- CA14C, a manual for occupational schemes contracting-out on a salary-related basis
 - CA14D, a manual for occupational schemes contracting-out on a money purchase basis
 - CA14E, a manual on occupational mixed benefit schemes
 - CA14F, a manual covering review of determinations, giving detailed information of the review process including the procedures to be undertaken when requesting a review.

Statutory provisions

1.6 The statutory procedural provisions for contracting-out as an APP scheme are contained in

- The Pension Schemes Act 1993 (PSA), and
- The Pensions Act 1995 (PA), and
- In Regulations made under these Acts.

1.7 Northern Ireland has separate but corresponding legislation on pensions, the Pension Schemes (N.I.) Act 1993 and the Pensions (Northern Ireland) Order 1995 and associated Regulations. Any reference to Great Britain (GB) Acts and Regulations also refer to the corresponding Northern Ireland provisions. The appropriate references to the Acts and Regulations are noted in the margin of this manual and the following abbreviations have been used:

APP Regs The Personal Pension Schemes (Appropriate Schemes) Regulations 1997/470

PA 1995 The Pensions Act 1995

Sharing Regs The Pension Sharing (Safeguarded Rights) Regulations 2000/1055

Responsibilities and Contacts

Pension Schemes Services

- 1.8 Pension Schemes Services is part of HMRC Savings Pensions, Share Schemes. Pension Schemes Services registers occupational and personal pension schemes for tax relief and exemptions.
- considers elections from employers who wish to contract-out of the State Second Pension previously known as the State Earnings Related Pension Scheme (SERPS) and issues contracting-out certificates if the election is accepted for Appropriate Personal Pension (APP) schemes
 - issues revised certificates where elections to vary a contracted-out certificate are made for an APP scheme
 - allocates Scheme Contracted-out Numbers for APP schemes
 - supplies an information pack when the contracting-out certificate is first issued
 - has the authority to cancel or vary contracting-out certificates for APP schemes on behalf of the Commissioners of HMRC

Services to Pensions Industry

- 1.9 Services to the Pensions Industry:
- approves a scheme's arrangements of APP schemes if they cease to contract-out
 - has the power to withdraw/refuse approval of arrangements for APP schemes
 - has the power to issue certificate of non-approval and direction to discharge liabilities for APP schemes
 - registers, cancels and terminates contracted-out employment for all contracted-out scheme optants
 - ensures all necessary arrangements are made for individuals if any contracted-out scheme ceases to contract-out
 - deals with procedures for registration and payment of Age-related Rebates (ARRs) for APP and APPSHP schemes
- 1.10 All documentation and any enquiries relating to this guidance should be sent to
HM Revenue and Customs
Pension Schemes Services
Yorke House
Castle Meadow Road
Nottingham
NG2 1BG
Tel 0115 974 1444

Lines are open 8am - 5pm Monday to Friday

- 1.11 The information and instructions in this manual apply to Northern Ireland
- 1.12 Employers with employees in contracted-out employment in the Isle of Man should contact
Department of Work and Pension
Social Security Division
Contributions Section
Markwell House
Market Street
Douglas
Isle of Man
1M1 2RZ
Tel 01624 685 685

The Pensions Regulator

- 1.13 The Pensions Regulator:
- is a non departmental public body accountable to Parliament
 - regulates occupational pension and Stakeholder Pension schemes
 - has the authority to investigate schemes and take action to uphold the law
 - Does not have jurisdiction over some parts of overseas occupational pension schemes
- 1.14 Send any enquiries to
The Pensions Regulator
Napier House
Trafalgar Place
Brighton
East Sussex
BN1 4DW
- 0870 606 3636
- Lines are open 9am to 5pm Monday to Friday
Or you can visit the Pensions Regulator website at www.thepensionsregulator.gov.uk

Further Information

If you are unhappy with our service

- 1.15 If you are unhappy with any aspect of our service you have received from HMRC, you should complain to the manager at the office you have been dealing with.

Data Protection

HM Revenue and Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification made to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do it will only be as the law permits, to check accuracy of information, prevent or detect crime, or protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others, such as other government departments and agencies and overseas tax and customs authorities. We will not give information about you to anyone outside HMRC unless the law permits us to do so. Further information can be found on our website www.hmrc.gov.uk or in our leaflet *Data Protection*.

2 Background to Appropriate Personal Pension Scheme Certificates

- 2.1 An Appropriate Personal Pension (APP) scheme certificate allows a Personal Pension (PP) scheme to become an APP scheme. See Glossary. Further information is available in manual CA16, *Appropriate Pension Scheme Manual - Procedural guidance*

APP Regs:
Reg 4

Applications for the issue of an APP scheme certificate

- 2.2 To apply for an APP scheme certificate, a provider must confirm in writing, using form APSS 101

- the name of the scheme
- the scheme administrator's name and address
- the name and position (in relation to the scheme) of the person making the application for the certificate
- the name and address of the person who has established the scheme or, if a company, the registered office
- that the scheme is set up by one of the following bodies:
 - an institution authorised under Part 1 of the Banking Act 1987, subsidiary or holding company of such an institution, or
 - a Building Society, or
 - an insurance company, or
 - a Friendly Society, or
 - an institution which manages unit trusts
 - Pension Company
 - Authorised Corporate Director of an Open-Ended Investment Company (OEIC)
- that the scheme is
 - an arrangement for the issue of insurance policies or annuity contracts, or
 - an authorised unit trust scheme, or
 - an arrangement for the investment of contributions in shares or on deposit with a Building Society, or
 - an arrangement for the investment of contributions in an interest bearing account with an institution authorised under Part 1 of the Banking Act 1987 or
 - an arrangement for the investment of contributions in an OEIC

APP Regs:
Reg 3

APP Regs:
Reg 2 (2)

Note: A scheme which provides for Free Standing Additional Voluntary Contributions (FSAVCs) can be treated as an APP scheme provided it meets all of the APP scheme requirements, but its members cannot get tax relief on minimum contributions.

- that the scheme meets all the requirements of the Personal Pension Schemes (Appropriate Schemes) Regulations 1997 for being treated as an APP scheme. This includes all the conditions which relate to members' protected rights
- the effective date of application. The effective date of the application for the certificate must be 6 April in either:
 - the tax year in which the application is received, if the scheme rules allow, or
 - any tax year after receipt of the application.

2.3 Minimum contributions can only be paid in respect of tax years starting on or after the effective date. This does not apply where contributions are outstanding following a transfer payment to the scheme.

Documentation required for the issue of an APP scheme certificate

2.4 An application for an APP scheme certificate, APSS 101, must be submitted to the HMRC Pension Schemes Services before an APP scheme certificate can be issued.

Appropriate Scheme Number (ASCN)

2.5 On receipt of an application which contains all of the prescribed information and documentation, and where all of the conditions for being treated as an APP scheme are satisfied, an APP scheme certificate will be issued. The certificate will show an ASCN.

2.6 This number is used to track National Insurance contributions (NICs) and pension liability and should be quoted on all correspondence concerning the scheme.

Changes in scheme details

APP Regs:
Reg 8 (2)

Notices

2.7 Before an application is made in respect of the following changes, notice of intention must be given in writing to any member who

- has protected rights or safeguarded rights under the scheme
- has given joint notice with the trustees or managers of the scheme of his/her intention to join it and not had this notice cancelled, but does not have protected rights under the scheme.

APP Regs:
Reg 8 (3)

2.8 Notice given must specify

- the name of the scheme administrator and address where the scheme is administered
- the date from which it is desired that the change will have effect.

Variation of an APP scheme certificate

APP Regs:
Reg 6

- 2.9 The following changes must be notified by the scheme administrator on APSS 155, as soon as possible after they happen:
- change in identity, name or address of the scheme administrator or trustee(s)
 - change in the name or address of the provider, ie the body which established the scheme
 - change in the name of the scheme.
- 2.10 In addition, if the nature of the body establishing the scheme changes (for example from a Building Society to a Bank), this must be notified in writing by the scheme administrator as soon as possible after the change.
- 2.11 If any changes fundamentally affect the financial structure of the scheme, then a new scheme must be established. See also paragraph 2.15, on the taking over of another provider's business.
- 2.12 The effective date of the change must be noted.

Transfer of business under the Financial Services and Markets Act 2000

APP Regs:
Reg 6 (b)(w)

- 2.13 Where there is a transfer of business from one provider to another, the transferring provider must submit the following documentation:
- a statement from the transferring provider confirming that all payments which have been received by the scheme and which give rise to protected rights, as defined in section 10 of the PSA 1993, have been credited to each member's account
 - confirmation from the transferring provider on APSS 155 confirming that the new provider is:
 - an institution authorised under Part 1 of the Banking Act 1987, a subsidiary or holding company of these institutions, or
 - a Building Society, or
 - an insurance company, or
 - a Friendly Society, or
 - an institution which manages unit trusts
 - Authorised Corporate Director of an Open-Ended Investment Company (OIE) the scheme is:
 - an arrangement for the issue of insurance policies or annuity contracts, or
 - an authorised unit trust scheme, or

- an arrangement for the investment of contributions in shares or on deposit with a Building Society, or
 - an arrangement for the investment of contributions in an interest bearing account with an institution authorised under Part 1 of the Banking Act 1987
 - an arrangement for the investment of contributions in an OEIC
 - covered by an arrangement for compensating members in the event of insolvency
- the notification of the transfer of business has been given to the scheme members within one month of the date of change.

3 Surrender or cancellation of an Appropriate Personal Pension scheme certificate

Notices

APP Regs:
Reg 8 (2)

- 3.1 Before an application to surrender an Appropriate Personal Pension (APP) scheme certificate is made, a notice of intention must be given in writing and sent to the last known address of
- any member who has protected rights or safeguarded rights under the scheme
 - any earner who has given joint notice with the trustees or managers of the scheme of his intention to join it, and has not had this notice cancelled.

APP Regs:
Reg 8 (3)

- 3.2 The notice of intention given must specify
- the name of the scheme and address where it is administered
 - the date from which it is desired that the surrender will have effect
 - any arrangements made or proposed for the preservation or transfer of protected rights under the scheme.

Surrender

- 3.3 Applications to surrender a certificate may be made on form APSS 155. Notes on completion are included with the application form. The scheme administrator will be notified of the outcome of the application.

Cancellation

- 3.4 If the scheme at any time no longer meets the conditions for being an APP scheme, the APP scheme certificate may be cancelled. This could for example be for a failure to meet the ongoing financial supervision requirements in section 4.
- 3.5 The date of cancellation will be the date on which the certificate is cancelled, that is the day on which cancellation action is taken by HMRC Pension Schemes Services. The only exception would be if the scheme has failed to meet the conditions for continuing to be an APP scheme before this date. In these circumstances, the certificate will normally be cancelled with effect from 6 April in the tax year during which the scheme failed to meet those conditions.

4 Supervision of Appropriate Personal Pension schemes

Unallocated payments

- 4.1 As a condition of continuing Appropriate Personal Pension (APP) scheme status, minimum contributions must be invested for the benefit of the member on receipt of payment by HMRC and allocated to members' accounts within three months of receipt.
- 4.2 If any payments remain unallocated at the end of this period the provider must tell the HMRC National Insurance Contributions Office within one month, that is four months from the date of receipt.
- 4.3 An unallocated payment of minimum contributions includes:
- a payment received for a member which, for whatever reason, has not yet been credited to the member's account
 - a payment received for a member whose policy has been transferred to another provider or payment received from other providers, which cannot be credited to an individual account
 - a payment received and the provider does not hold a policy or any information for the member.
- 4.4 Where any payment of minimum contributions has not been allocated, a report, an example of which can be found at Appendix 1, must be sent to HMRC National Insurance Contributions Office outlining the total amount of unallocated payments broken down as follows:
- the names and National Insurance numbers of the members together with the related unallocated amounts
 - the month in which the payments were received
 - why the payments remain unallocated
 - proposals for resolution.
- 4.5 New APP applications for new clients may be refused where a scheme consistently fails to allocate payments on time.

Annual statement (form CA7329)

General

- 4.6 The requirement for an annual statement has been discontinued with effect from April 2006. The statements issued at April 2006 were issued in error and the return of these will not be pursued. HMRC will no longer issue form CA7329 to Scheme Administrators for completion.

5 Pension Sharing on Divorce

Background

- 5.1 Pension scheme rights can be an important part of the assets which need to be considered when a marriage/civil partnership ends. From 1 December 2000 legislation came into force which allows divorcing couples the option to share their pension assets as part of the overall divorce settlement. Apart from the basic State Retirement Pension and survivors pensions, which is not shareable, it is possible to share most types of occupational and personal pensions including that available through the additional state pension commonly known as the State Earnings Related Pension Scheme (SERPS) or State Second Pension. This provision was extended to civil partnerships in December 2005.
- 5.2 Pension sharing is available alongside existing methods of dealing with pension rights on divorce: offsetting and earmarking. The new measures will help to provide courts with a comprehensive range of options for dealing with pensions at the time of the divorce. Pension sharing will
- provide greater flexibility and choice for divorcing couples and the courts
 - allow pension rights to be treated in a way which provides for the fairest overall settlement of assets in each divorce case, and
 - increase the opportunity for divorcing couples to achieve complete financial independence through a “clean break” settlement.
- 5.3 Pension sharing on divorce was introduced as part of the Welfare Reform and Pension Act 1999. Pension sharing is available in all divorce and nullity proceedings beginning on or after 1 December 2000. After this date it is possible for a court to issue a pension share order or agreement to the pension scheme or provider as part of the divorce settlement.
- 5.4 Once a couple decides to go ahead with divorce proceedings a court can order that pension sharing is to apply. The court (or for divorces obtained in Scotland, the party who will benefit from the pension sharing) will issue copies of the pension sharing order on agreement to the pension scheme or provider.

Safeguarded Rights

- 5.5 The value of any contracted-out rights of a scheme member derived from the membership of contracted-out of an Appropriate personal Pension (APP) Scheme which is transferred to the former spouse on divorce will buy rights that are known as “safeguarded rights”. These rights will be distinguished from the contracted-out rights built up by a member of an APP scheme.
- 5.6 Scheme rules can specify whether all of the value of accrued rights that are subject to a pension share become safeguarded rights; therefore safeguarded rights might include safeguarded rights from a previous divorce.
- 5.7 The requirements for safeguarded right broadly reflect those for contracted-out rights. In particular the government wishes to ensure that safeguarded rights (which are wholly or in part financed by rebates of National Insurance contributions) are securely protected and used for the purpose for which they are intended – to provide an income in retirement.

- 5.8 Safeguarded rights will not be tracked or monitored by the department. It is important, therefore, that schemes maintain accurate records when a former spouses' rights are preserved in the scheme transferred or bought out through an insurance policy. Schemes should also keep details of the pension share order, as they will need to record the percentage of the share on the member's pension account.
- 5.9 The safeguarded rights will be ringfenced and will be subject to broadly the same conditions that apply to post – 1997 protected rights. But note that schemes will not be required to provide survivors benefits from safeguarded rights nor will they be tracked or monitored.
- 5.10 A pension or annuity in respect of safeguarded rights is required to start being paid between the ages of 60 and 65, unless early payment is appropriate for example because of ill health, or the former spouse has agreed to payment on a date later than their 65th birthday up to age 75.

Calculation Services

- 5.11 APP schemes will be required to provide a valuation of accrued pension rights to enable the courts to decide on the fairest overall settlement of assets.
- 5.12 To assist schemes with this process, the calculation services currently available can be used to request a COD calculation at any time during the pension sharing on divorce procedures.
- 5.13 As with the existing individual COD Calculation Service, calculations for pension sharing cases will be provided free of charge.

Pension Sharing on Divorce Notification

- 5.14 Where there is a pension sharing order, the court (or in Scotland, the party who will benefit from the order) will formally notify the scheme which will in turn be required to notify Services to Pensions Industry. Schemes will have 4 months from the date on which they receive the matrimonial documents and all the information they require in which to implement the pension sharing order.
- 5.15 A new form "Pension Sharing on Divorce Notification" CA2202 has been introduced for completion by scheme administrators to notify Services to Pensions Industry of the pension sharing order. This should be submitted to Services to Pensions Industry following the implementation of the pension sharing order, but not later than six months following the date of termination of contracted-out employment.
- 5.16 In respect of couples obtaining a divorce in Scotland, a monetary value or percentage rate will be awarded to the former spouse. However, the scheme will be required to notify Services to Pensions Industry of the share as a percentage.
- 5.17 On receipt of the notification Services to Pensions Industry will update the National Insurance records of both the Member and the former spouse to show that a pension sharing order has been made.
- 5.18 Details from the CA2202 will be held on a stand-alone computer system which in turn, may be interrogated to answer any specific enquiries about the pension share itself. Information from the database can be provided on request.

Contracted-out Deduction

- 5.19 When a member's pre 1997 pension rights are shared with a former spouse, a full Contracted-out Deduction (COD) will always be deducted from the member's Additional Pension earned up to 5 April 1997. The COD will not be reduced to take account of any contracted-out rights that are subject to a pension sharing order/agreement.

Appendix 1

*Appropriate Personal Pension schemes report
to the National Insurance Contributions Office: Unallocated payments*

Name of scheme:

Appropriate Scheme Number (ASCN):

Provider name:

Return in respect of payments received in:..... (eg June)

Payments not allocated within 3 months of receipt:.....(eg October)

Member	NINO	Policy number	Reason for non allocation	Proposals for resolution	Amount
Total amount					

Appendix 2 Quick reference guide

Circumstances	Forms Required completion	Responsibility for	Outcome	Where to get the forms	Manual reference
Applying for an APP scheme certificate	APSS 101 – Application for an APP Scheme certificate	Provider, scheme administrator or trustees	Provided the documentation is correctly completed an APP scheme certificate will be issued for the scheme and sent out to the scheme administrator. The scheme will also be issued with an Appropriate Scheme Number (ASCN).	HMRC website	Para 2.3–2.5
Varying an APP scheme certificate to change the identity of the provider the name and/or address of the scheme administrator the name and address of the provider the name of the scheme	APSS 155 – Application to vary an APP scheme certificate	Trustees or scheme administrator	Provided the documentation is correctly completed the scheme details will be updated on HMRC records and an amended APP scheme certificate sent out to the scheme administrator.	HMRC website	Para 2.9–2.13
Transfer of business from one provider to another under the Financial Services & Markets Act 2000	APSS 155 – Statement from the transferring provider	Transferring provider	Scheme details will be updated on HMRC records and an APP scheme certificate issued to the new provider.	HMRC website	Para 2.13
Payments of minimum contributions to member's accounts have not been made within three months of receipt from the HMRC National Insurance Contributions Office	Providers should send their own form	Provider	If a provider persistently reports unallocated payments to HMRC National Insurance Contributions Office, their APP scheme certificate may be withdrawn or joint notices from the scheme may be turned down, preventing the scheme from taking any new business.	Providers should send their own form based on the specimen at Appendix 1	Para 4.6–4.10
Application for the scheme to cease to be an APP scheme, ie to surrender the APP scheme certificate	APSS 155 – Application to vary an APP scheme certificate	Scheme administrator trustees or provider	Once a correctly completed application is received HMRC Pension Schemes Services will send out a letter to the scheme administrator confirming the date from which surrender has been accepted.	HMRC website	Para 3.1–3.5
A Personal Pension scheme fails to meet the requirements for continuing to be treated as an APP scheme	No form	HMRC	Pension Scheme Services will cancel the APP scheme certificate from the date at which the scheme failed to meet the requirements of being treated as an APP scheme.	A notice of determination will be issued	Para 3.4–3.5

This leaflet give general guidance only and should not be treated as a complete and authoritative statement of the law.

Leaflet CA16A from April 2006
Prepared by HMRC Pension Scheme Services.
Available on the Internet.
Our address is: www.HMRC.gov.uk