HOW TO REQUEST SCHEME TERMS AND APPLY
Overview

This guide will help you to request ‘Good to go’ new scheme terms and complete the new scheme application. To get started, you will need to log in to Adviserzone.
Step 1
Request new scheme terms

The key information you’ll need to request new terms are:

- Agency code
- The company name (you can also use project names)
- Staging date (this can be changed later if the employer decides to stage earlier)
- Joining and contribution basis
- Employee numbers and payroll information
- Employer and employee contribution levels
To request new scheme terms, go to Adviserzone and choose **New scheme enquiries**.

Click here to go to Adviserzone
Request new scheme terms

You’ll now see a history of recent scheme terms requested. If you’ve never requested terms before, this section will be blank. Click on the Request new terms tab.

To get your scheme terms you will need to complete the fields. To help you through this, we have provided an Appendix giving you more detail on the fields.

TIP – As you choose specific options, some fields may appear or disappear. For example, you’ll see additional fields when you choose any of the options in Joining basis.

When you have completed all the fields, click on Request new terms.
Request new scheme terms

Your new terms will be generated instantly.

The scheme terms can be downloaded as a report for your client. This is an unlocked document that you can use as it stands, or incorporate into your own report.

**TIP** – If you’ve already discussed the terms with your client and they are happy to progress, you can move on to complete the new scheme application immediately.

### Scheme terms

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund management charge for the default fund</td>
<td>1.10%</td>
</tr>
<tr>
<td>Yearly discount</td>
<td>0.22%</td>
</tr>
<tr>
<td>Price based on default fund at 1.10%</td>
<td>0.79%</td>
</tr>
<tr>
<td>Saving against standard 1.10% charge</td>
<td>29.09%</td>
</tr>
<tr>
<td>Additional expenses may also apply</td>
<td></td>
</tr>
</tbody>
</table>

### Important documents

The following scheme terms guide should be read in conjunction with the additional terms and conditions.

- Essential information relating to the Terms Summary
- Employee fund guide, ‘How to choose the right options for your pension’

### Included in package

<table>
<thead>
<tr>
<th>Product</th>
<th>Group Flexible Retirement Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default fund</td>
<td>Strategic Lifestyle Active Plus II</td>
</tr>
<tr>
<td>Employee microsite</td>
<td>Download fact sheet (PDF: 110kb)</td>
</tr>
<tr>
<td>Regulatory communications support</td>
<td></td>
</tr>
<tr>
<td>Employee engagement materials</td>
<td></td>
</tr>
<tr>
<td>Online assessment, joining, opt outs, payments</td>
<td></td>
</tr>
<tr>
<td>Access to full range of funds</td>
<td></td>
</tr>
<tr>
<td>Retirement support</td>
<td></td>
</tr>
</tbody>
</table>
Step 2
New scheme application

When your client is ready to set up the new scheme you will need the following information:

Employer details
- Company name (this will be the name that is used as the scheme name)
- Staging date (or go early staging date if your client wants to stage earlier)
- Main company contact
- Additional/secondary company contact (if required)
- Identity verification

Scheme details
- Normal retirement age
- Payroll frequency
- First day of pay reference period
- Waiting period information
New scheme application

If you’re returning to New scheme enquiries after meeting your client, you may have to log in to Adviserzone again.

1. You’ll be taken to your Work in progress screen. All your scheme terms will be listed here.

2. To begin the application process, find the relevant terms, and click view/apply.

TIP – If you leave the application process at any stage, your information will be saved. You can continue with the application, by clicking on Work in progress, and clicking the relevant Resume link.
New scheme application

3 You’ll be taken to the Employer details screen. Complete the fields.

REMINDER – You will need to have carried out an identity verification check on your client before completing the form, so that you can complete this section.

4 Click Continue.

5 You will now see the Scheme details screen. As you choose specific options, some fields may appear or disappear. For example, you’ll see additional fields when you choose any of the options in Payment frequency. To help you through the form, we have provided an Appendix giving you more detail on the fields. Click on Continue.
6 Fill in the bank details in the **Employer bank details** screen. This will be the bank account that all scheme payments will be taken from. Once you’ve input the information, click on **Continue**.

7 The **Review and submit** page will replay all the information you have input, along with the scheme terms offered. Please check all the information carefully, as this information will be reflected in the application form your client will sign.

**TIP** – You can change the information in any section by clicking on the edit button within each section.

8 When you are ready to proceed, click on **Submit**.

9 To complete the scheme set up, you will need to download the pre populated application form, for your client to check and sign.

**REMEMBER** – The completed application will need to be signed by your client and returned to us by the date detailed on this page. You can send the completed form by email or post.
Appendix

Glossary of fields

Below are explanations of some of the fields you’ll find when you request new terms and apply for a new scheme. You will also see these if you click on the help buttons during your online journey.

Request new scheme terms

About the new scheme

Joining basis

- **Auto-enrolment** – schemes where all eligible employees will be joined via assessing and auto-enrolling the workforce.

- **Contract joining** – schemes where joining all eligible employees is done via amending their contract of employment.

- **Both** – schemes where some of the workforce will be joining via changing their contract of employment and the remaining eligible employees via auto-enrolment. For example where directors and executives are joined via contract joining and the shop floor workforce is joined through auto-enrolment.

Contribution basis

- **Basic pay** – Basic earnings (exclude overtime, bonuses and avoid irregular pay activity, trades holiday periods, annual bonus pay or abnormal overtime patterns).

- **Qualifying band earnings** – pay between the lower and upper earnings limits.

- **Total pay** – Total earnings including all overtime and bonuses.

- **Other (at least 85% of total pay)** – employer’s own definition of pensionable pay – must be at least 85% of total pay.

Total number of employees in the month

- The total number of employees who will be directed to this scheme based on a typical pay period completed in the last 6 months, (avoid irregular pay activity, trades holiday periods, annual bonus pay or abnormal overtime patterns).

Total monthly earnings of all employees based on basic pay only

- The total monthly earnings for all employees. For weekly paid employees use a monthly equivalent based on weekly pay x4.

- **Basic pay** – Basic earnings (exclude overtime, bonuses and avoid irregular pay activity, trades holiday periods, annual bonus pay or abnormal overtime patterns).

- **Qualifying band earnings** – pay between the lower and upper earnings limit

- **Total pay** – Total earnings including all overtime and bonuses.

- **Other (at least 85% of total pay)** – employer’s own definition of pensionable pay – must be at least 85% of total pay.
Appendix

Glossary of fields

- **Number of employees earning more than £787 in the month**
  - The total number of employees who will be directed to this scheme and who earn more than the stated limit based on a typical pay period from the last 6 months, (avoid irregular pay activity, trades holiday periods, annual bonus pay or abnormal overtime patterns).

- **Total monthly earnings of all employees earning more than £787 in the month based on basic pay only**
  - The total monthly earnings for all employees earning over the stated limit. For weekly paid employees use a monthly equivalent based on weekly pay x4.

- **Basic pay** – Basic earnings (exclude overtime, bonuses and avoid irregular pay activity, trades holiday periods, annual bonus pay or abnormal overtime patterns).

- **Qualifying band earnings** – pay between the lower and upper earnings limit.

- **Total pay** – Total earnings including all overtime and bonuses.

- **Other (at least 85% of total pay)** – employer’s own definition of pensionable pay - must be at least 85% of total pay.

- **Employer contribution at start (gross)**
  - The percentage of pensionable earnings payable by the employer at the start of the pension scheme – this contribution combined with the employer contribution must equal or exceed the government’s minimum contribution levels.

- **Employee contribution at start (gross)**
  - The percentage of pensionable earnings payable by the employee at the start of the pension scheme – this contribution combined with the employer contribution must equal or exceed the government’s minimum contribution level.
Appendix

Glossary of fields

New scheme application

About the new scheme

Monthly details

- **End date for staging waiting period** – The end date for staging waiting period will be aligned to the payroll to ensure enrolled employees start their membership on the first day of the pay reference period. The dates shown are the earliest and latest joining dates aligned to this pay reference period.

- **End date for on-going waiting period** – The end date for on-going waiting periods will be aligned to the payroll to ensure that enrolled employees start their membership on the first day of the relevant pay reference period. The terms ‘first available’ and ‘last available’ refer to the first and last pay days within the relevant waiting period.

Weekly details

- **End date for staging waiting period** – The end date for staging waiting period will be aligned to the payroll to ensure enrolled employees start their membership on the first day of the pay reference period. The dates shown are the earliest and latest joining dates aligned to this pay reference period.

- **End date for on-going waiting period** – The end date for on-going waiting periods will be aligned to the payroll to ensure that enrolled employees start their membership on the first day of the relevant pay reference period. The terms ‘first available’ and ‘last available’ refer to the first and last pay days within the relevant waiting period.
Find out more

For more information on pension reform, and to watch our video on the 5 easy steps to set up a workplace pension, visit:

adviserzone.com/goodtogo