

You, the Pension Protection Fund and Exchange

Important guidance

About Exchange

Exchange makes it easier to update the pensions register and makes sure that the Pensions Regulator (the Regulator) holds the most up-to-date records of pension schemes.

This online service replaces the old paper forms and enables you to:

- register any new occupational schemes
- make any changes to scheme details
- complete your scheme return and access previous versions
- set a waiver against the Regulator's general levy, and
- tell the Regulator when your scheme has wound up.

Latest developments

During the last six months, the Regulator and the Pension Protection Fund (PPF) have been working together on the latest version of Exchange.

This version will mean that you will be able to submit all voluntary certificates for contingent assets, deficit reduction contributions (DRCs) and block transfers online for the first time.

Launch of the new version is being split:

- you will be able to submit DRC and contingent asset voluntary certificates from 14 November 2008, and
- you will be able to submit block transfers from December 2008.

This means that – for the first time – there is a single place for schemes to provide all the data needed by both the Regulator and the PPF.

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Important guidance continued

Things to remember

- **When submitting data, make sure you use the most accurate and up-to-date information and talk to your administrators, fund managers and advisors as appropriate.**
- **You may want to get comfort from these third party providers of information as data will be used to generate levy invoices.**
- **Also, check your duns numbers with Dun & Bradstreet for sponsoring employers.**
- **All the voluntary certificates you would have previously sent to the PPF should now be submitted through Exchange instead.**
- **Contingent assets are valid for one levy year only and need to be submitted each year so you can continue to get credit.**
- **BUT, once we have approved your contingent asset for 2008/09, we make sure a certificate for 2009/10 containing the same information will be pre-populated for you in Exchange – this will make it easier to re-certify.**
- **The hard copy documents you need to support the contingent asset certificates still have to be delivered to the PPF by 5pm on 31 March 2009.**

NB: if we haven't contacted you about your 2008/09 contingent asset submission – or have done so only recently – there may not be a pre-populated certificate in Exchange for 2009/10.

You can still certify for 2009/10 by completing a blank certificate – or you can wait until we pre-populate contingent asset information in the next few weeks.

Deadlines

- **You must file your scheme return by the date specified by the Regulator – BUT, if you want the information to be used for the 2010/11 levy, you must do this no later than 5pm on 31 March 2009.¹**
- **Deadline for submitting contingent asset voluntary certificates for 2009/10 levy year is also 5pm on 31 March 2009.**
- **Deadline for submitting DRC voluntary certificates for the 2009/10 levy is 5pm on 7 April 2009.**
- **Deadline for notifying us of a full or partial block transfer is also 5pm on 7 April 2009 – but the deadline for finalising block transfer certificates is 5pm on 30 June 2009. See opposite for how these will be used.**

¹ If you do not submit your complete scheme return by the legal due date, you may be liable for a fine of up to £50,000.

Block transfers

For new certificates, only full block transfers (of all assets and liabilities) will be taken into account for 2009/10. Partial block transfers (above our usual thresholds) will be taken into account for 2010/11, and the deadlines are the same as above (ie 7 April and 30 June 2009).

Please note that if the transfers are above certain higher thresholds, we now expect you to submit the relevant information on block transfers to us by these deadlines. Your levy may be affected if you don't.

One of the benefits of submitting block transfer certificates online is that it will make sure that the transfers in and out of schemes match.

Equalising benefits for guaranteed minimum pensions (GMP)

The PPF has consulted on the need for it to equalise benefits for GMP. The consultation period on this complex area of work is complete and the PPF is preparing its conclusions.

In the meantime, schemes are being asked a couple of basic questions as part of their scheme return on Exchange.

All we are asking is: have you equalised benefits for GMPs – and, if so, how did you do it and when?

For further information:

Contact the PPF on:

T: 0845 600 2541
F: 020 8633 4903
Email: information@ppf.gsi.gov.uk
www.pensionprotectionfund.org.uk

Or, the Pensions Regulator on:

T: 0870 6063636 (and select option 2)
F: 0870 2411144
Email: exchange@thepensionsregulator.gov.uk
www.thepensionsregulator.gov.uk