



Dear Sir or Madam,

LOCAL GOVERNMENT PENSION SCHEME REGULATIONS

This document contains the form which you will need to complete and send back to The Pension Section if you require a valuation of your accrued pension rights Leicestershire County Council Pension Fund.

It also contains other information which will be of use to you and/or your solicitors. Please read the information carefully.

In order that I can provide you with the personal information you require, please complete and return to me the attached form **PSO2** as quickly as possible. This will give me your written authority to provide you (and your solicitor if you so wish) with all the pensions information that will be necessary for matrimonial proceedings. It may be the case that certain information has to be gathered from other sources before I can provide you with the information you require e.g. pay details have to be obtained from your employer and your Guaranteed Minimum Pension figure has to be obtained from the Inland Revenue. If I experience any difficulty in obtaining information from the other sources I will let you know.

I suggest that you inform your solicitor if you have any other pension rights that you have not transferred to the Local Government Pension Scheme Fund administered by this authority. This would include any pension rights you have in another scheme, any deferred pension rights you have in another local government Fund, any pension rights where a transfer to the Local Government Pension Scheme is currently being negotiated, or any Free Standing Additional Voluntary Contribution plan you may have.

A schedule of charges that may apply has been attached. In most cases, there will not be a charge for a quotation. However there are exceptional circumstances where a charge may be necessary, and if this is applicable, then an invoice may be sent to you for payment which must be paid before any quotation can be completed.

Please note that under the Pensions on Divorce etc. (Provision of Information) Regulations 2000, I may also be required to provide similar information directly to the Court if so ordered and certain information (excluding a valuation of your pension benefits) to your spouse if requested to do so.

Yours faithfully,

A handwritten signature in black ink, appearing to be "A. Smith", written over a horizontal line.

Pensions Manager

LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 1997
PSO2 – Internet request

WRITTEN CONSENT FOR VALUATION AND PROVISION OF INFORMATION IN CONNECTION WITH MATRIMONIAL PROCEEDINGS

Please complete the details requested in block capitals, sign, date and return the form to Leicestershire County Council Pension Section, County Hall, Glenfield, Leicester, LE3 8RB.

Your full name	
Your date of birth	
The address to which you wish correspondence to be sent to you	
Your National Insurance Number	
Do you currently contribute to the Local Government Pension Scheme (LGPS), or Do you have a deferred pension in the LGPS, or Are you receiving a pension from the LGPS?	YES / NO * YES / NO * YES / NO* (* delete as appropriate)
The name of the employing authority in whose employment you are (or were) a member of the LGPS.	
Have divorce or annulment proceedings formally commenced i.e. have you completed a 'Form A' for your solicitor? (If "YES" please attach a copy)	
The name and address of the solicitor acting for you.	
Do you want the reply to be sent to you or the Solicitor named above? If you do not indicate a choice, the reply will be sent for your attention for you to pass on to your solicitor.	FOR MY ATTENTION or TO MY SOLICITOR* (* delete as appropriate)
Should your solicitor contact us direct in the future, do you authorise the Pension Section to respond on your behalf?	YES / NO * (* delete as appropriate)

Signed:	Date:
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PENSION SHARING ON DIVORCE

Form CH1

LEICESTERSHIRE COUNTY COUNCIL

SCALE OF CHARGES

Procedure	Comments	Cost
Produce Cash Equivalent Value Calculation (CEV)	Standard annual entitlement under disclosure of information regulations	£0
Additional CEV or under circumstances set out in my correspondence		£150 plus VAT
Provision of other information	If under disclosure of information regulations Otherwise, depending on nature of request	£0 from £150 to £475 plus VAT
Receipt of pension sharing order or consent order and to establish a new or prospective pensioner record	To cover all administration costs from receipt of pension sharing order to completion of pension payments	£475 plus VAT
Assuming all documentation is in place, settle a transfer out		£250 plus VAT
Administrative cost of collecting and interpreting medical evidence, should that be needed for any pension payment issue	The charges for supply of medical evidence will be met by the member whose benefit is under review	Payment for supply of medical evidence will be the responsibility of the member
Objections to order by scheme	Onus should be on the draftsman of the order to ensure that it is correctly drafted prior to issue	Costs for dealing with inoperable orders will be passed on

PENSION SHARING ON DIVORCE – FURTHER INFORMATION

The Pensions Section is required to send you information in accordance with the Pensions on Divorce, etc (Provision of Information) Regulations 2000. This must be sent to you within **3 months** of the date your PSO2 form (enclosed) was received by us.

In certain circumstances, a shorter time scale applies. The information must be supplied:

within 6 weeks of the date I receive notification that formal divorce or annulment proceedings have commenced (see the footnote). Please let me know immediately if proceedings have commenced (if you have not already done so), or

within the deadline specified in a Court Order sent to me (where such an Order has been made), or

within 21 "days" of the date I receive a notification that a Pension Sharing Order may be made (or any longer period specified by the Court).

The information I will send you within the specified time scale will include:

the cash equivalent value (CEV) of your accrued pension rights in the Local Government Pension Scheme administered by this Authority;

the information necessary to complete the pension section of the Form E financial statement; and

all other information I am required to provide under the Pensions on Divorce etc. (Provision of Information) Regulations 2000.

Please note that a charge, as set out in the attached schedule CH1, will be payable by you for the provision of the CEV if:

the CEV is required by you within a specified time scale of less than 3 months, or

the CEV is for a member with less than 3 months membership in the LGPS and who has not transferred other pension rights into the LGPS, or

a CEV or the provision of information has already been requested and provided in the previous 12 months, or

the CEV is required in the case of Scottish divorce or nullity proceedings where the relevant date to be used for the CEV is greater than 12 months prior to the date of receipt of the CEV request.