

e-Services for group pensions

Employer registration form

Thank you for deciding to register for e-Services for group pensions. Please complete this form in full and return it to us.

If you have any questions, or need any help completing this form, please call our dedicated web support team on **0845 603 6770***.

We take online security very seriously, especially as the data your nominated users will be requesting belongs to members of your organisation's pension plan. This form gives us details of the employees you want to have access to our online services, in order for them to administer your company pension plan.

Important notes:

- Please read the declaration before completing and signing this form.
- You will need to appoint one of the users to be the 'supervisor'. The supervisor will be responsible for keeping your online users' records up-to-date and for registering additional users.
- This form needs to be signed, and the declaration accepted, by someone with the appropriate authority within your organisation, eg a director, partner, office manager, senior manager or other authorised person.

Scheme details

Scheme name

Scheme number

Employer details

Name

Registered office address

Postcode

Address for correspondence (if different from above) (this must be a UK address)

Postcode

Telephone number

Email

Users' details

Please give details of the employees that you want to have access to our online services and at what level (see 'servicing roles' overleaf for details). If there are more than ten users, please continue on a separate sheet of paper.

User 1

Forename

Surname

Servicing role Supervisor

User 2

Forename

Surname

Servicing role

Users' details *(continued)*

User 3	User 4
Forename	Forename
Surname	Surname
Servicing role	Servicing role
User 5	User 6
Forename	Forename
Surname	Surname
Servicing role	Servicing role
User 7	User 8
Forename	Forename
Surname	Surname
Servicing role	Servicing role
User 9	User 10
Forename	Forename
Surname	Surname
Servicing role	Servicing role

Declaration

By signing this declaration, I confirm that I want Clerical Medical Investment Group Limited ('Clerical Medical') to supply username and password controlled access to the above individual(s) so that (to the extent permitted by Clerical Medical) they can submit online requests to administer the organisation's Group Company Pension Scheme. I confirm that all information disclosed in relation to any other individual(s) has been disclosed with their consent, and that I have informed the individual(s) of the purposes (as set out above) for which their information will be processed. I declare that the administration of the organisation's pension scheme will be undertaken by the above group of individuals, who are employees of the organisation and that they are able to receive scheme and/or member data. I confirm that the above named supervisor is to be appointed as supervisor. The supervisor appointed to this group has permission to act on behalf of the members within this group and will be responsible for maintaining this data and informing Clerical Medical about any changes. I understand that Clerical Medical reserves the right to remove access to online services at any time. In the event that the person named above as supervisor ceases to be the supervisor, I shall notify Clerical Medical and I shall inform Clerical Medical of the name of the replacement supervisor as soon as reasonably practicable. Should Clerical Medical accept this application, I understand that final acceptance of this application and the provision of access will require acceptance of the on-screen terms and conditions applicable to the service.

I confirm that I have read and understood the declaration

Signature	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / 20 <input type="text"/> <input type="text"/>
Name in CAPITAL LETTERS	
Position held in company	

Please send your completed form to:

Group Pension Services, Clerical Medical Investment Group Limited, PO Box 174, Walton Street, Aylesbury, Bucks HP21 7YP.

Servicing roles

The servicing role controls each user's level of website access. The servicing roles are:

General administrator – Gives the user access to **all** enquiry and servicing pages on the website.

Supervisor for employer (at least one user must be appointed as the supervisor) – Gives the user the same access as a general administrator. The supervisor is also able to amend, add or delete users' details, by emailing registrations@clericalmedical.co.uk.

New business administrator – Gives the user access to enquiry and servicing pages and allows the user to set up new plan members.

Member updates administrator – Gives the user access to enquiry and servicing pages and allows updates to members' records.

Contribution administrator – Gives the user access to enquiry pages showing contributions made to the plan.

Benefits administrator – Gives the user access to enquiry and servicing pages to allow benefits administration.

*Calls from BT landlines to 0845 numbers will cost no more than 2p a minute plus a 7p connection fee. The price of calls through other phone companies and from mobile phones will be different. The call price we have quoted was correct in November 2008. We may record your call for quality and training purposes.