

**Pension Inquiry Form**

**Information needed when a Pension Sharing Order or Pension Attachment Order may be made**

Insert details of pension scheme here	
To:	
of:	
Reference No:	

**A. To be completed by Pension Scheme member or policy holder:**

1. Pension scheme member or policy holder’s details:

Name	
Address (including postcode)	
	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reference	

2. Solicitors details:

Name	
Address (including postcode)	
	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Reference	
Telephone	

3. Address to which the form should be sent once completed if different from 2 above:

Address (including postcode)	
	Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Signature	
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of Pension Scheme member or policy holder

(The scheme member’s signature is necessary to authorise the release of the requested information, unless a court order requiring the information is attached to this form.)

## B. To be completed by the pension arrangement

This section deals with information required to be provided under the Pensions on Divorce etc (Provision of Information) Regulations 2000 S.I.1048/2000, Regulations 2 and 3 and Chapter 8 of Part 9 to the Family Procedure Rules 2010. If a request for a Cash Equivalent Value has been made, the pension arrangement has 3 months to provide the information or 6 weeks if notified that the information is needed in connection with matrimonial or civil partnership proceedings, or such shorter time as notified by the court. Otherwise, the information should be provided within one month or such shorter time as notified by the court. The valuation referred to in paragraph 1(a) below must have been made not more than 12 months before the date fixed for the first appointment.

If this information has already been prepared in a standard form please send this instead.

1. (a) Please confirm that you have already provided a valuation of the member's pension rights to the scheme member or to the Court. ☐ Yes ☐ No

- (b) If the answer to (a) is No, details of the CEV quotation should be attached and the date on which it was calculated.

2. Provide a statement summarising the way in which the valuation referred to above has been or will be calculated.

3. State the pension benefits included in the valuation referred to in B1 above.

4. (a) Does the person responsible for the pension arrangement offer scheme membership to the person entitled to a pension credit? ☐ Yes ☐ No

- (b) If Yes, does this depend on Employer and/or trustee approval? ☐ Yes ☐ No

5. If the answer to 4(a) is Yes, what benefits are available to the person with the pension credit?

### 6. Charging Policy

- Does the arrangement charge for providing information or implementing a pension sharing order? ☐ Yes ☐ No

If Yes, please:

- provide a list of charges
- indicate when these must be paid, and
- whether they can be paid directly from benefits held in the scheme or policy, or the pension credit.

## C. To be completed by the pension arrangement

This information is required to be provided by the pension arrangement under the Pension on Divorce (Provision of Information) Regulations 2000 S.I. 1048, Regulation 4 within 21 days of being notified that a pension sharing order may be made. If such notification has not already been given, please treat this document as notification that such an order may be made. Alternatively the Court may specify a date by which this information should be provided.

If this information has already been prepared in a standard form please send this instead.

1. The full name of the pension arrangement and address to which a pension sharing order should be sent.

Postcode

2. In the case of an occupational pension scheme only, is the scheme winding up?

☐ Yes ☐ No

If Yes:

- when did the winding up commence, and
- give the name and address of the trustees who are dealing with the winding up.

3. In the case of an occupational pension scheme only, assuming that a calculation of the member's CEV was carried out on the day the pension scheme received notification that a pension sharing order may be made, would that CEV be reduced?

☐ Yes ☐ No

4. As far as you are aware, are the member's rights under the pension scheme subject to any of the following:

- a pension sharing order
- a pension attachment order made under section 23 of the Matrimonial Causes Act 1973 (England and Wales), section 12A(2) or (3) of the Family Law (Scotland) Act 1985 or under Article 25 of the Matrimonial Causes (Northern Ireland) Order 1978
- a pension attachment order made under Part 1 of Schedule 5 to the Civil Partnership Act 2004 (England and Wales), section 12A(2) or (3) of the Family Law (Scotland) Act 1985 or under Part 1 of Schedule 15 to the Civil Partnership Act 2004 (Northern Ireland)
- a forfeiture order
- a bankruptcy order
- an award of sequestration on a member's estate or the making of the appointment on his estate of a judicial factor under section 41 of the Solicitors (Scotland) Act 1980.

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

5. Do the member's rights include rights which are not shareable by virtue of regulation 2 of the Pension Sharing (Valuation) Regulations 2000?

☐ Yes ☐ No

If Yes, please provide details.

6. Does the pension arrangement propose to levy additional charges specified in Regulation 6 of the Pensions on Divorce (Charging) Regulations 2000? ☐ Yes ☐ No

If Yes, please provide the scale of the additional charges likely to made.

7. Is the scheme member a trustee of the pension scheme? ☐ Yes ☐ No

8. If a pension sharing order is made, will the person responsible for the pension arrangement require information regarding the scheme member's state of health before implementing the pension sharing order? ☐ Yes ☐ No

9. Does the person responsible for the pension sharing arrangement require any further information other than that contained in regulation 5 of the Pensions on Divorce etc. (Provision of Information Regulations) 2000, before implementing any Pension Sharing Order? ☐ Yes ☐ No

If Yes, specify what.

#### D. To be completed by the pension arrangement

The following information should be provided if the scheme member requests it or the Court orders it pursuant to its powers under the Pensions on Divorce etc (Provision of Information) Regulations 2000, S.I. 1048/2000. Please note that pension arrangements may make an additional charge for providing this information.

1. Disregarding any future service or premiums that might be paid and future inflation, what is the largest lump sum payment that the member would be entitled to take if s/he were to retire at a normal retirement age?

2. What is the earliest date on which the member has the right to take benefits, excluding retirement on grounds of ill health?

D

D

/

M

M

/

Y

Y

Y

Y

3. Are spouse's or civil partner's benefits payable? ☐ Yes ☐ No

4. What lump sum would be payable on death at the date of completion of this form?

5. What proportion of the member's pension would be payable as of right to the spouse or civil partner of the member if the member were to die:

(a) before retirement, and

(b) after retirement, disregarding any future service or premiums that might be paid and future inflation?

6. Is the pension in payment, drawdown or deferment? ☐ Yes ☐ No

If Yes, which?

7. Please provide a copy of the scheme booklet.

Dated 

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