

**Employer Contact Details**

As a scheme employer, it is your responsibility to provide contact details for pension liaison, and to ensure this information is always kept up to date. Please see The Administration Strategy document for details.

For formal situations, recognising who is submitting data or requesting information, for managing complaints, member disputes, invoicing, and other ad hoc enquiries other contacts may be necessary to ensure the smooth running and transmission of decisions.

The information you provide here enables Oxfordshire Pension Fund to assist you in meeting your statutory obligations as a Scheme Employer in this fund.

The contact details, including the work email of the individuals you name, are held solely for pension administration and stored in accordance with the privacy statement, which is on the website [https://www.oxfordshire.gov.uk/cms/content/administration-and-performance](https://www2.oxfordshire.gov.uk/cms/content/administration-and-performance)

It is your responsibility to ensure anyone named on this form, including those to receive regular updates of LGPS topics and administration, invitations to events and latest newsletters knows and consents to their inclusion to the contact list.

You are welcome to nominate additional recipients.

**It is your responsibility to keep this information up to date. You can send in separate forms.**

**Employer Information**

|  |
| --- |
| Official registered name (as registered at Companies House): |
| Trading name: |
| Website: |
| Registered address: |
| Post Code |
| Telephone Number: |

**Contact details for MD / CEO / FD to receive formal communications**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Telephone Number |  |
| Email |  |
| Postal address if different from above |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nominate your main contacts and the areas for which they have responsibility in day to day pension administration  For any employer outsourced role, e.g. payroll or HR, please nominate a contact. Remember the primary responsibility within LGPS for administration will rest with the Scheme Employer. | Primary Pension liaison  and communications contact | Bulk data submission / queries  monthly and end of year | HR Contact | Estimate requests | Policies and decisions | FRS  102 accounts contact | IDRP  1St stage complaint and disputes procedure |
| Name |  |  |  |  |  |  |  |
| Job title |
| Telephone Number |
| Email |
| Name |  |  |  |  |  |  |  |
| Job title |
| Telephone number |
| Email |
| Name |  |  |  |  |  |  |  |
| Job title |
| Telephone number |
| Email |

Send in further sheets for additional contacts.

**In addition to the formal and day to day contacts, the Oxfordshire Pension Fund must authorise an IRMP (Independent Registered Medical Practitioner), qualified in occupational health medicine, checking the qualifications, before an employer can use the medical opinion required for ill health retirement.**

**Please supply details here and advise the fund when you change Occupational Health Advisor.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Practice address |  | | | |
| Telephone number |  | | | |
| Email |  | | | |
| GMC registration |  | | | |
| **Approved by Pension Services Manager** | **Signed:** |  | **Date:** |  |

**Contacts form completed by**

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |

**Return to:**

**Pension Services**

**Oxfordshire Pension Fund**

**4640 Kingsgate**

**Cascade Way**

**Oxford Business Park South**

**OX4 2SU**

[pension.employers@oxfordshire.gov.uk](mailto:pension.employers@oxfordshire.gov.uk)