

Appointment of Lead Officer and Authorised Contacts

LGPS 53

Only individuals authorised to deal with the pension fund should be added to this form. We will accept data from the following contacts, the primary data portal will be i-Connect however these contacts will also be given access to GlobalScape.

Please note: A new authorisation form will need to be completed every time there is a change of authorised contacts

SCHEME EMPLOYER NAME: _____

EMPLOYER NUMBER/S or
EMPLOYER REFERENCE (LIST
ALL): _____

POSTAL ADDRESS: _____

PAYROLL PROVIDER*: _____

**If you use a third-party payroll provider to complete your i-Connect returns please provide Avon Pension Fund with a key contact. Please note that it is still the employer's responsibility to ensure Avon Pension Fund are provided all member data in a timely manner*

Appointment of Key Contact for Third-Party Provider (if required)

The main liaison between the Payroll Provider and APF and will be automatically granted all roles for i-Connect. By providing us with a contact for your Third Party Payroll provider, you give your payroll provider permission to access i-Connect and to supply Avon Pension Fund with member data on your behalf. The fund will separately contact the payroll provider to obtain a list of authorised users.

NAME: _____

TELEPHONE: _____

EMAIL: _____

Appointment of Lead Officer

The main liaison between the Employer and APF and will be automatically granted all roles for i-Connect

NAME: _____

POSITION TITLE: _____

TELEPHONE: _____

DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐

EMAIL: _____

The lead officer will need to ensure that APF is provided with all the information it needs to administer the LGPS, and that information requested by APF will be provided in a timely manner.

Authorised contacts – Employer Only

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

NAME: _____
POSITION TITLE: _____
TELEPHONE: _____
DEPARTMENT: HR ☐ PAYROLL ☐ FINANCE ☐
EMAIL: _____

Authorisation of Lead officer/Authorised contact appointment

I hereby appoint the above authorised contacts for the LGPS. See conditions on supplementary notes before signing.

NAME: _____
JOB TITLE: _____
EMAIL ADDRESS: _____

SIGNED: _____ DATE: _____

Please email your completed form to: employer_relations@bathnes.gov.uk

Avon Pension Fund, Local Government Pension Scheme administered by Bath & North East Somerset Council.

Data Protection: Avon Pension Fund is a Data Controller as defined in the UK GDPR. We store, hold and manage your personal data in line with statutory requirements to provide you with pension administration services. For more information about how we process your data, your individual rights and answers to frequently asked questions, please visit our website: avonpensionfund.org.uk

