

Local Government Pension Scheme  
Royal Borough of Kensington and Chelsea Pension Fund  
**LG6 ELECTION TO JOIN THE LGPS**

RBKC 2021.V1



You should complete this form if you voluntarily elect to join the LGPS. If you elect to join the scheme in more than one post (job), you must complete a separate election form for each post.

Please make sure that you fully complete the form and return it to your employer so that they can arrange for your LGPS scheme membership to begin from the next available pay period.

More information about the benefits offered by the LGPS can be found on the national website for LGPS members: [www.lgpsmember.org](http://www.lgpsmember.org) or at RBKC's fund website [www.rbkcpensionfund.org](http://www.rbkcpensionfund.org)

### Your Personal Details

Surname

Title

Forename(s)

Date of birth

National Insurance Number

Home address

  

Post code:

Email address

### Employment details

Please provide the following information for the post in which you are electing to join the LGPS

Employer's name

Pay reference (if known)

Job Title

### Declaration

I elect to join the LGPS for the job I have named above.

I understand that my membership of the scheme will start from the next available pay period

Signed

Date

**Please return this form directly to your employer's HR/Payroll department**

**EMPLOYER – please read the instructions overleaf**

# LG6 ELECTION TO JOIN THE LGPS – notes for employers

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## Instructions for the employer receiving this form

An employee of your organisation has completed this form because they have elected to join the LGPS in the post that they have provided details of on the first page. On receiving this form, you should take the following actions:

- Check that the member is entitled to join the LGPS in this post
  - The employee is under age 75
  - The employee is not entitled to join another pension scheme in this post (e.g. Teachers' Pension Scheme)
  - If you are a designated body (such as a town or parish council) or an admission body the employee may not have an automatic right to join the LGPS. Please confirm whether the employee has the right to join the LGPS and only proceed to the next stages if they do.
- Take the appropriate action to arrange for pension contributions (employee and employer contributions) to start being deducted from the next available pay period after you receive the member's election to join the LGPS.  
Please note that it is **not possible for membership of the LGPS to be backdated** to a date before you received the completed opt in form.
- Provide the employee with the short guide to the LGPS for new scheme members, which is available to be downloaded from <https://www.rbkcpensionfund.org/kensington-and-chelsea-pension-fund/about-us/forms-and-publications/>
- Notify RBKC Pensions that the employee has joined the LGPS by your normal method of letting us know about new starters (completing a new joiner form or new joiner spreadsheet or setting up a pension record directly using the Employer Portal)

If you have any questions about this form, please contact the RBKC Pensions Team

By phone	<b>020 7361 2323</b> (9am to 5pm weekdays)
By email	<a href="mailto:pensions@rbkc.gov.uk">pensions@rbkc.gov.uk</a>
By post	RBKC Pensions Team, 3 <sup>rd</sup> Floor, Green Zone, The Town Hall, Hornton Street, London, W8 7NX.