

# How to move to the 5050 Section of the LGPS using Hampshire's IBC system

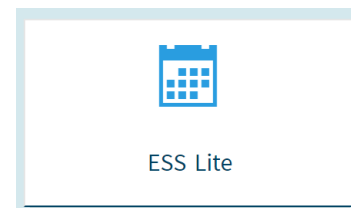
If you are a user of the Hampshire IBC system, this document explains the process you need to follow to move to the 5050 Section of the LGPS scheme.

**STEP 1** – Complete the 5050 Option Form available from the RBKC LGPS website, using the following link: <https://www.rbkcpensionfund.org/kensington-and-chelsea-pension-fund/about-us/forms-and-publications/> and clicking on the **Forms** button

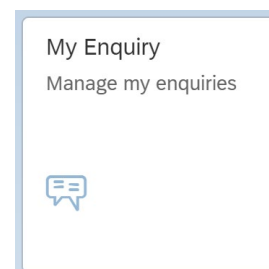
**STEP 2** – Log into the IBC system by clicking once on the **IBC Solution** tile on the KC Net homepage



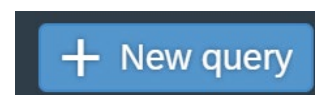
**STEP 3** – Click once on the **ESS Lite** tile that appears on the IBC main page. Doing this will then take you to the employee self-service of the IBC system.



**STEP 4** – Click once on the **My Enquiry** tile, and then when you are in the enquiry screen click once on the **New Query** button (bottom left of the screen)



**STEP 5** – Once in the enquiry screen, click once on the **New Query** button (bottom left of the screen)



**STEP 6** – In the **Create Enquiry** screen, do the following:

- Contact phone number – **enter your phone number**
- Type – select **My Employment / Salary**
- Sub-Type – select **Pensions (RBKC LGPS)**
- Enquiry – select **Reducing or Stopping Pension Contributions – Opt Out or 5050 Request**
- Title – enter **“5050 Section of the LGPS”**
- Message – Enter **“Please enter me into the 5050 Section of the LGPS from the beginning of the next available pay period”**
- Attach your 5050 Option Form using the **Add Optional Attachment** button (bottom left)
- Click the **Send** button on the bottom right. Once you have done this, Hampshire IBC will act on your request.

The screenshot shows the 'Create enquiry' form with the following fields and values:

- Your email: DAVID.COATES@RBKC.GOV.UK
- Contact phone number: 07xxx xxxxxx
- Type: My Employment / Salary
- Sub-type: Pensions (RBKC LGPS)
- Enquiry: Reducing or Stopping Pension Contributions - Opt out or 50/50 request
- Title: 5050 Section of the LGPS
- Message: Please enter me into the 5050 Section of the LGPS from the beginning of the next available pay period.
- Add optional attachment: [Browse...] [Clear]
- Buttons: [Send] [Cancel]

Red dashed boxes highlight the contact information, form fields, message, attachment area, and the bottom navigation buttons.