V1.0

Single Scheme Administration Project – Single Scheme Transfer Benefits Process SPS.TFR.PM.01 (Phase 1)

Important: It is assumed that the member's benefits are not subject to the terms of a Pensions Adjustment Order issued under the Family Law Schemes. If this is the case it may be necessary to seek further guidance from DPER at www.singlepensionscheme.gov.ie

Disclaimer: This Recommended Process has been designed by the DPER Single Pension Project Team for straightforward cases that administrators might expect to encounter on a day-to-day basis. It should be read in conjunction with the relevant Process Guidelines. It does not purport to cover all eventualities and no liability is accepted by the Minister for Public Expenditure & Reform for any omissions or errors arising. Administrators should carefully consult the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations that, at all times, have precedence.



