



This is an **advance draft** of the Single Scheme Survey that will be issued to all Relevant Authorities in early January 2020. It is being shared so that administrators have advance notice of the questions that will be asked in relation to Single Scheme numbers and implementation progress.

The link to the online survey will be e-mailed to all Relevant Authorities in early January 2020

*** 1. Your Organisation's Designated Relevant Authority Number**

Please note that your designated relevant authority number can be found on our website at: <https://singlepensionscheme.gov.ie/for-employers/list-of-relevant-authorities/>

RA code (up to 3 digits)

*** 2. Your Organisation's Name**

*** 3. Did your organisation have any active members, deferred members or pensioners under the Single Scheme on 31 December 2019?**

(Active members are those ordinarily on the payroll including those suspended or on approved periods of leave. Deferred members are those members that have vested and ceased pensionable Single Scheme employment.)

Yes

No

*** 4. How many members within each of the following Single Scheme categories existed in your organisation on 31 Dec 2019?**

(Please enter actual headcount figure as opposed to FTE figure. Enter 0 if none. Active members are those ordinarily on the payroll including those suspended or on approved periods of leave. Deferred members are those members that have vested and ceased pensionable Single Scheme employment.)

Active Members	<input type="text"/>
Deferred Members	<input type="text"/>
Pensioners in Payment	<input type="text"/>

*** 5. For what years have you calculated Referable Amounts for your Single Scheme members? "Referable Amount" is defined in Circular 11 of 2014 and is calculated based on pay and work pattern of each member. It is not the same as the amount of contributions paid.**

	N/A (no members)	Yes (mostly manual calculations)	Yes (mostly automated calculations)	No (calculations not yet done)
2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2014	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. If you answered "No" in the last question for any year before 2019 in which you had members, when do you expect to have completed calculation of referable amounts for all of these years?

Date

*** 7. For what years have you issued Annual Benefit Statements to your Single Scheme members? (These will use the Referable Amount values as referenced in Q5 above.)**

	N/A (no members)	Yes (mostly manual preparation)	Yes (mostly automated preparation)	No (statements not yet issued)
2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2014	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2017	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. If you answered "No" for any years in question 7, when will your organisation have issued all Annual Benefit Statements to all members?

Date

DD/MM/YYYY

*** 9. Assuming the CPI circular is issued early 2020, when do you expect to issue 2019 Annual Benefit Statements, noting that these should be issued by 30 June 2020?**

Date / Time

DD/MM/YYYY

*** 10. Are you currently issuing Leaving Service Options (Leaver Statements) to Single Scheme members leaving pensionable employment with your Relevant Authority?**

Yes

No

* **11. If you are issuing Leaving Service Options (Leaver Statements) do you issue them within 6 months of a member leaving pensionable employment with your Relevant Authority?**

Yes

No

12. If you wish, please comment on any of the timelines you have indicated above? (*Important: Technical queries should not be included below. Should you have a technical query, please refer to www.singlepensionscheme.gov.ie. If your query is not resolved on review of website content, please e-mail singleschemequeries@per.gov.ie)*

* **13. In relation to Single Scheme communications to members, please indicate**

	Yes	No
Have you included a link to the Single Scheme website www.singlepensionscheme.gov.ie on your intranet page?	<input type="radio"/>	<input type="radio"/>
Have you informed Single Scheme members of the availability of a Member Scheme Booklet?	<input type="radio"/>	<input type="radio"/>
Have you informed Single Scheme members of the availability of the Single Scheme Estimator Tool?	<input type="radio"/>	<input type="radio"/>
Have you informed your members about the Single Scheme Purchase and Transfer facility (Circular 15 of 2019)?	<input type="radio"/>	<input type="radio"/>

* **14. Please add your official contact details should we need to seek any clarifications**

Name

Grade

Email address

Phone number