

This is an **advance draft** of the Single Scheme Survey that will be issued to all Relevant Authorities in early January 2019. 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.

* **1. Your Organisation's Relevant Authority Code**

Please note that your RA code can be found on our website at:

<http://singlepensionscheme.gov.ie/home/for-employers/list-of-relevant-authorities/>

RA code (up to 3 digits)

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

* 3. How many members within each of the following **Single Scheme** categories existed in your organisation on **31 Dec 2018**?

(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 ceased employment and are due to have received a Leaver Statement showing a future entitlement to a retirement benefit.)

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

* 4. For what years have you calculated **Referable Amounts** for your Single Scheme members. Referable Amount is explained 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"/>

5. If you answered No in the last question for any year **before 2018** in which you had members, when do you expect to have completed referable amounts for all of these years?

Date

* 6. 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"/>

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

Date

DD/MM/YYYY

* 8. Assuming the CPI circular is issued early 2019, when do you expect to issue 2018 Annual Benefit Statements, noting that these should be issued by 30 June 2019?

Date / Time

DD/MM/YYYY

9. 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)

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* 10. 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"/>

* 11. Please add your official Contact Details should we need to seek any clarifications

Name	<input type="text"/>
Grade	<input type="text"/>
Email address	<input type="text"/>
Phone number	<input type="text"/>

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