



2020 Single Scheme Annual Survey

This survey is being issued to all Relevant Authorities to capture information on overall Single Scheme membership numbers at **31 December 2020** as well as to assess progress with Scheme implementation.

Please ensure this survey is fully completed and returned to DPER by the 22 January 2021 deadline.

By submitting a response to this survey, you are acknowledging that you are authorised to do so on behalf of your organisation and have satisfied yourself to the accuracy of your response.

* 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 2020?

(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 2020?**

(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

Deferred Members

Pensioners in Payment

*** 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 pensionable 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"/>
2020	<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 2020 in which you had members, when do you expect to have completed calculation of referable amounts for all of these years?

Date

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"/>
2019	<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

Date

DD/MM/YYYY

*** 9. Assuming the CPI circular is issued early 2021, when do you expect to issue 2020 Annual Benefit Statements, noting that these should be issued by 30 June 2021?**

Date / Time

Date

DD/MM/YYYY

10. If you wish, please comment on any of the timelines you have indicated above in Q6, Q8 and Q9?

(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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Department of Public
Expenditure and Reform

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

Yes

No

12. 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

*** 13. In relation to the Single Pension Scheme Purchase and Transfer Facility:**

	Yes	No
Have you processed any applications for Purchase of Retirement Benefits (by actual purchase or transfer) for the year 2019	<input type="radio"/>	<input type="radio"/>
Have you processed any applications for Purchase of Retirement Benefits (by actual purchase or transfer) for the year 2020	<input type="radio"/>	<input type="radio"/>

14. If you answered "Yes" to the above, please enter number of members who have purchased benefits (by actual purchase or by way of transfer) for each year below:

2019

2020

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

	Yes	No
Have you included a link to the Single Scheme website 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"/>



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

Name

Email address

Phone number