

# Single Scheme Administration Project

Quarterly Bulletin – Issue 41

June 2026



An Roinn Caiteachais Phoiblí Bonneagair  
Athchóiriúcháin Seirbhíse Poiblí agus Digiúcháin  
Department of Public Expenditure Infrastructure  
Public Service Reform and Digitalisation

## Welcome

Welcome to **Issue 41** of the quarterly bulletin of the Single Scheme Administration Project. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme.

This edition includes:

- Training Plans for summer 2026
- Single Scheme Databank Update
- Single Scheme Centralised Database and Information System (CDIS)
- Importance of an ‘Applicant Declaration Form’
- Funding Payments relating to Single Pension Scheme - reminder

## Training Plans

We are pleased to announce that we are commencing our second round of Single Scheme Pension Administration Training for 2026, which will take place via Microsoft teams. To register for a module please click on the link below for each module you wish to join, once registered an automatic webinar invite and link will be emailed to the registered person.

The scheduled dates are below:

- Module A: Recruitment and Onboarding: Tuesday, 23<sup>rd</sup> June (10:30am to 12:30pm) [Module A - HERE](#)
- Module B: Leaving Employment: Wednesday 24<sup>th</sup> June (10:30am to 12:30pm) [Module B - HERE](#)
- Module C: Annual Administration Activities: Tuesday, 14<sup>th</sup> July (10:30am to 12:30pm) [Module C - HERE](#)
- Module D: Retirement Benefits Administration: Wednesday, 15<sup>th</sup> July (10:30am to 12:30pm) [Module D - HERE](#)
- Module E: Death Benefits Administration: Tuesday, 21<sup>st</sup> July (10:30am to 12:30pm) [Module E - HERE](#)
- Module F: Purchase and Transfer of Retirement Benefits: Wednesday, 22<sup>nd</sup> July (10:30am to 12.30pm) [Module F - HERE](#)

***\*Note: Modules A-D may not take up the full two hour allotted timeslot***

If you have any queries, please email [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie).

## Single Scheme Databank

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at [www.singlepensionscheme.gov.ie/databank](http://www.singlepensionscheme.gov.ie/databank).

### **Databank Training**

Single Scheme Databank specific training will be held in the late summer, the session will be hosted via MS Teams. An email will be issued closer to the date.

### **Single Scheme Databank Portal Opening Date**

The Single Scheme Databank Portal for 2025 file uploads will open on the **1<sup>st</sup> July, 2026**. This allows all Relevant Authorities (RA's) time to upload the required returns to the Single Scheme Databank. The Membership, Benefits, and Purchase & Transfer files for **2025** can be uploaded to the Databank from this date (1<sup>st</sup> July, 2026). All RAs should upload these files by the **1<sup>st</sup> November, 2026**. If you require any assistance, please do not hesitate to contact the Single Scheme Databank team through the Single Scheme Helpdesk, [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie).

### Single Scheme Policy & Support Team

Niamh Bernard  
Thomas Gavin  
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### Contact:

[singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie)

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## Single Scheme Centralised Database and Information System (CDIS)

Work is continuing on the development of the design for the CDIS, in collaboration with the Office of the Revenue Commissioners and the Department of Social Protection. Progress on the development of the primary legislation required to underpin the establishment of the centralised system is also advancing. Engagement with the Payroll Software Developers Association has also commenced with a series of workshops to be scheduled shortly. The Department expects to commence formal engagement with Relevant Authorities in the near-to-midterm in respect of the system, its requirements and how it is intended it will support Pension Administrators across Relevant Authorities in meeting their Single Scheme obligations.

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## Importance of an 'Applicant Declaration Form'

An Applicant Declaration Form is a statutory requirement under [Section 51 of the Public Service Pensions \(Single Scheme and Other Provisions\) Act 2012](#) and must be accurately completed by all applicants. Each time a member moves to a new Relevant Authority, an Applicant Declaration Form must be completed in the new RA in order to inform of the individual's Single Scheme and public service history.

This document will help the RA to determine which pension scheme a member should be placed in. It also states if the applicant is currently employed in another RA, in receipt of any public service pension payments and has previously earned referable amounts.

This information is required for either abating pension ([Q60 Admin FAQs](#)), calculating simultaneous employment ([Q61 Admin FAQs](#)) and consideration if the applicant is returning from an alternative retirement such as ill-health retirement.

It is, therefore, very important that RAs ensure that the Applicant Declaration Form is completed by all new starters. You can find our [Applicant Declaration Form](#) template on the [Single Scheme Website](#) under [Recruitment Toolkits](#)

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## Funding payments relating to the Single Pension Scheme - reminder

Under the Single Pension Scheme, the last employing Relevant Authority is responsible for paying all Scheme benefits associated with a Scheme member (including Scheme benefits accrued with other Relevant Authorities). These benefits payable by the final Relevant Authority may include pension and lump sum at retirement, death in service payments and surviving spouse / civil partner and children's' pensions.

While the benefits are paid out by the final Relevant Authority, these should *not* be deducted from the member contributions being remit to the Department. The funds should be sought as part of the normal budget setting activities with the controlling authority (e.g. Government Department, HSE).

This is explained in paragraphs 15 and 16 of the FAQ document, linked at end of bulletin.

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## Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2025 is **30 June 2026**. You can find an [Annual Benefit Statement template](#) on our [website](#).

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## Administrator FAQ document

The majority of Single Scheme queries submitted to [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie) are fully addressed in the Administrator FAQ document available on [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie). Administrators are reminded to refer in the first instance to these online resources where a technical query arises. The **current version** of the Administrator FAQ document can be accessed [here](#).

For further information or to be added to/removed from the Single Scheme circulation list, please email [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie). For technical queries, please consult with online resources or a senior colleague prior to raising a query. Please include your Relevant Authority identification number in any correspondence **and ensure that any personal member data is fully anonymised.**