

Thank you for your enquiry about past membership of our pension scheme. In order for us to locate your record(s), please complete the following sections as fully as possible then return the form to the address at the bottom of the page.

### Section 1. Please provide your current contact details in this section

Surname:	<input type="text"/>				
First Name (s):	<input type="text"/>				
Title: Mr/Mrs/Miss/Ms/Other (please specify)	<input type="text"/>				
Maiden Name: if applicable	<input type="text"/>	Date of Marriage: if applicable	<input type="text"/>		
Current Address:	<input type="text"/>		Previous Address:	<input type="text"/>	
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>		
Date of Birth:	<input type="text"/>	National Insurance No:	<input type="text"/>		
Marital Status:	<input type="text"/>	Telephone Number:	<input type="text"/>		

### Section 2. Please provide your previous employment details. The areas marked (\*) MUST be completed otherwise we cannot proceed with the search

* Former Employer:	<input type="text"/>	* Former Occupation:	<input type="text"/>		
<b>* DATES OF EMPLOYMENT</b>					
	<b>* MONTH</b>	<b>* YEAR</b>		<b>* MONTH</b>	<b>* YEAR</b>
<b>* FROM</b>	<input type="text"/>	<input type="text"/>	<b>* TO</b>	<input type="text"/>	<input type="text"/>
<b>* FROM</b>	<input type="text"/>	<input type="text"/>	<b>* TO</b>	<input type="text"/>	<input type="text"/>
* Hours worked per week:	<input type="text"/>				

Signature:

Date:

**As pension regulations have changed over the years, there will be differing criteria applied as to what could happen with your pension contributions when you left the Scheme. Please read this summary of the regulations and consider what action you would have taken given the options available to you.**

- Until November 1973 manual workers normally had to complete a two year waiting period before being eligible to join the pension Scheme. This waiting period was reduced to one year between November 1973 and May 1989.
- If you were employed by any of the organisations listed below and left before the date they joined the Local Government Pension Scheme (NI) you need to contact the organisation directly as we do not hold any pension records or liability before these dates.
  - Belfast City Council (previously Belfast Corporation) joined the Scheme in October 1973.
  - NI Railways joined the Scheme in 1979
  - Translink (previously Ulsterbus and Citybus) joined the Scheme in 1978
- If you left the Scheme before 1975 you would have had two options regarding your superannuation contributions: a transfer to another pension scheme or a refund of your contributions. As Preserved Pension Benefits were not applicable before this date, these were the **ONLY** options available to if you left the Scheme before then.
- From 1975 to April 1988 Preserved Pension Benefits were introduced, however you needed a minimum of 5 years' service to qualify. If you left between this period and had less than 5 years' service you could **ONLY** have a transfer to another pension scheme **OR** a refund of your contributions.
- Part-time employees were only permitted to join the Scheme from 1989.

**Considering these regulations, did you:**

Transfer out to another pension scheme **OR** receive a refund of your contributions?

If so, NILGOSC does not hold any liabilities for your pension.

If you have any evidence of Scheme membership, for example a Membership Certificate, P60, Pay Slip or any other correspondence with reference to your membership, then please forward it to us along with this completed form.

**Thank you for your enquiry. We will now conduct a Microfilm search using the details that you have provided. This request to investigate all of our archived records can take a few weeks to process.**