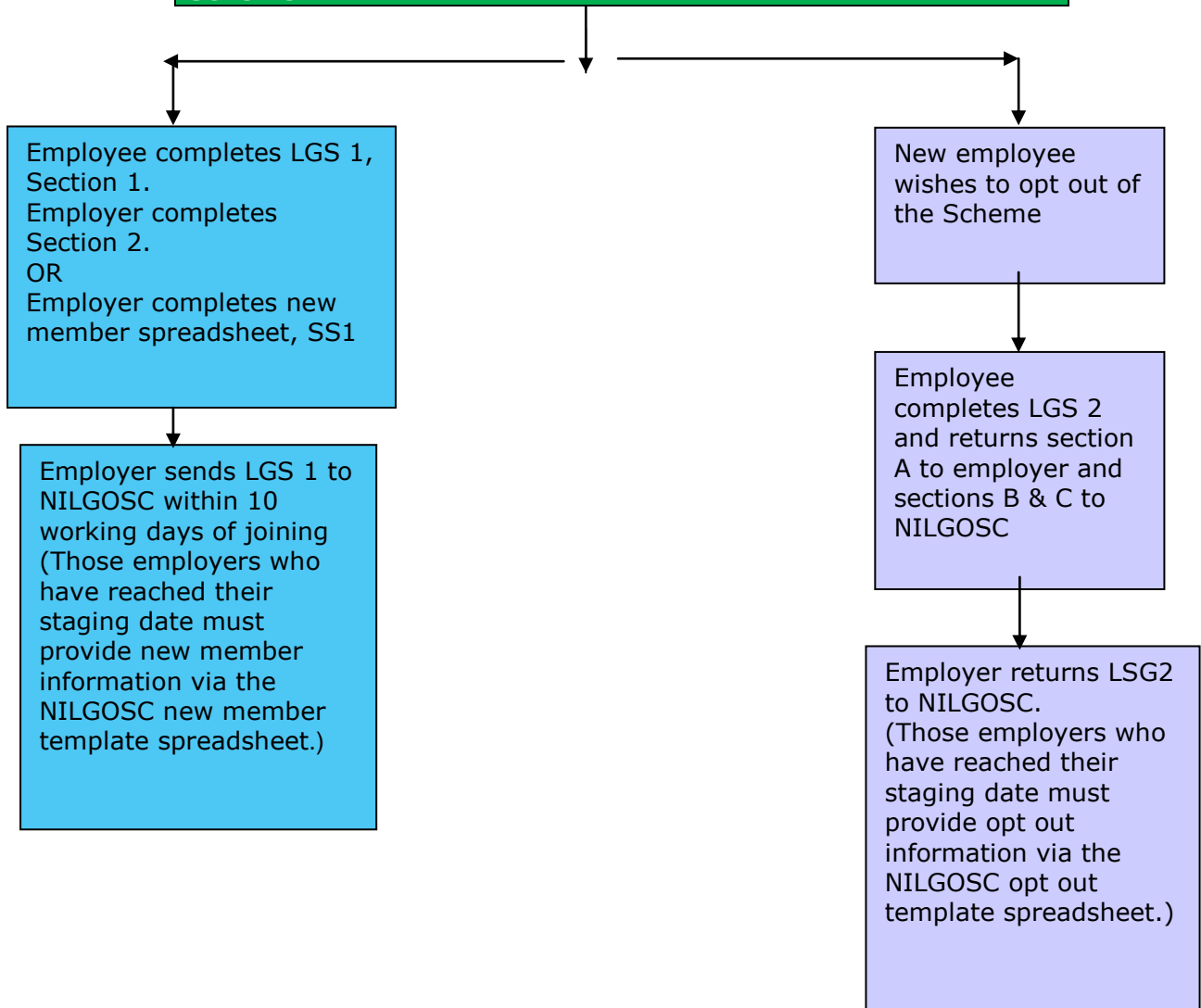


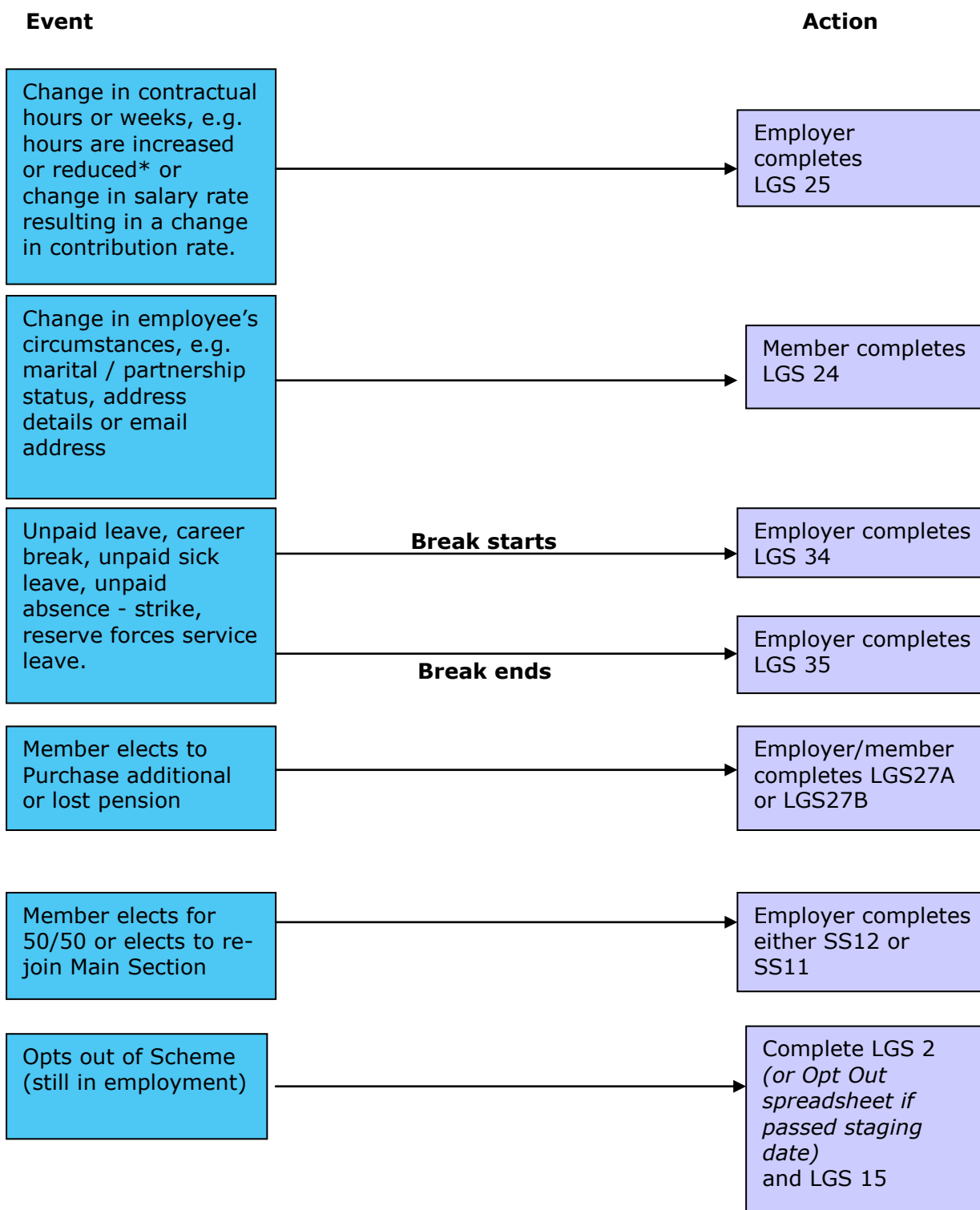
Member commences employment

All employees under age 75, regardless of the hours or weeks worked, with a contract for three months or more must be brought into the Scheme on commencing employment.

If they have a contract for less than three months they have the option to join the Scheme if they wish. If their contract reaches three months and they haven't already chosen to join, they should then be automatically brought into the Scheme



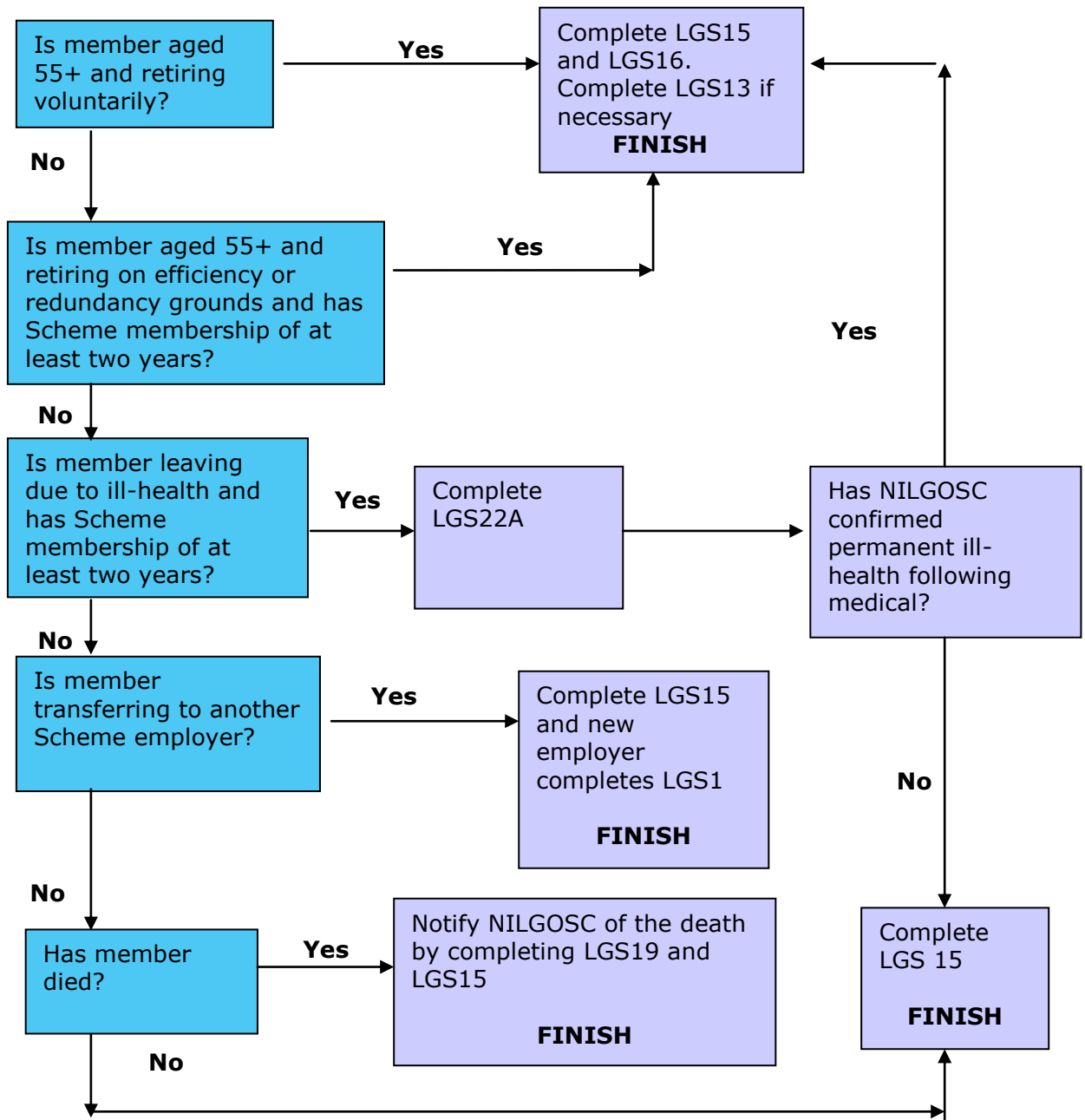
Forms or spreadsheets completed during membership



* Changes in contractual hours or weeks are only required for those members who are subject to the underpin, who are buying old added years or who were active before 1 April 2009 and born before 1 April 1964.

SEND COMPLETED FORMS TO NILGOSC WITHIN RELEVANT TIMESCALE

Member leaves employment with more than two years' membership



**SEND COMPLETED LGS15 TO NILGOSC WITHIN FIVE WORKING DAYS OF LEAVING DATE AND LGS 16 THREE MONTHS IN ADVANCE OF RETIREMENT
LGS19 SHOULD BE COMPLETED AND FORWARDED AS SOON AS POSSIBLE**

