

Past Service Enquiry Form

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 and email to admin1post.incomingemails@nilgosc.org.uk.

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

Surname

First name(s)

Title: Mr/Mrs/Miss/Ms/Other

Partnership status

Home address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode	<input type="text"/>

National insurance number

NILGOSC reference number

Date of birth

Personal email address

Maiden name (if applicable)

Date of marriage (if applicable)



Section 1 continued

Previous address

	Postcode	

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

* Former employer (*state Education Authority Board/Region if applicable*):

* Former occupation

* Dates of employment

	* Month	* Year		* Month	* Year
* From			* To		
* From			* To		

* Hours worked per week

Member signature*

Date

** By typing your name you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature. You are also confirming that the information you have provided is accurate and complete, to the best of your knowledge and belief.*



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. You would not have made contributions during the waiting period.
- 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
 - Citybus joined the Scheme in 1977.
 - Ulsterbus 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 five years' service to qualify. If you left between this period and had less than five 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.

Many of our archived records are held off-site and will take some time to process.