



## Link Up Enquiry Form

### Member Details

*Please complete the following using black ink*

Member name

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Member number

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National Insurance number

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Address

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Postcode

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Telephone number

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Email address

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I want to investigate linking up my pension benefits to the TfL Pension Fund.

Signature

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Date

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**Please return this form to:**

**TfL Pension Fund  
4<sup>th</sup> Floor,  
200 Buckingham Palace Road  
London SW1W 9TJ.**



## Personal Data

The Trustees are committed to protecting and processing lawfully and fairly the personal data we gather, hold (either directly or through a third party) and use about you and your family and your dependants. The Trustees need this information so that they can administer the Fund and ensure that benefits are paid correctly and to the right person. The Trustees always ensure that the legal requirements regarding how personal data is looked after are met.

The Trustees have a privacy notice that sets out:

- More detail about the kind of personal data they hold
- How they gather that personal data
- How that data is used
- How long the Trustees hold it for and who the Trustees share it with.

This notice also sets out individuals' rights in connection with the personal data that the Trustees hold and who to contact if an individual wants to exercise those rights, make a complaint or has any questions. This privacy notice can be found online at [www.tfl.gov.uk/pensions](http://www.tfl.gov.uk/pensions)

Alternatively, if you prefer a hard copy please contact the Fund Office at:

By post: 4<sup>th</sup> Floor  
200 Buckingham Palace Road  
London  
SW1W 9TJ

By e-mail: [helpdesk@tflpensions.co.uk](mailto:helpdesk@tflpensions.co.uk)

By telephone: 020 7126 4000 (auto 64000)



## Link Up Policy

### 1.0 Introduction

1.1 Rule 10(2) of the TfL Pension Fund Rules says 'If the Trustees receive a transfer payment for any person from another pension scheme, then they may grant such benefits in respect of that person (including in the case of a Member, a period of Transferred Membership) as the Trustees may decide on the advice of the Actuary'. The Trustees, on the advice of the Actuary, have decided that this Rule shall also apply to a Member in respect of whom a transfer payment is available from an earlier period of membership for which the Member holds a deferred pension.

1.2 The purpose of this policy is to detail the Trustees' requirements under this Rule and the extent of the Trustees delegation to the Fund Office.

### 2.0 Delegation

2.1 The Trustees delegate to the Fund Office the authority to accept link up applications from active contributing Members only, except that

- A member holding more than one deferred pension may only elect to link to their current contributing membership
- Transfers wholly or partly consisting of Pension Credit Rights following a Pension Sharing Order on divorce will not be accepted and
- Partial transfers will not be accepted. The Trustees will accept 100% of the available transfer value but do not allow for 25% to be paid to the member as cash and the remainder to be paid as a transfer value

All other applications will be referred to the Trustees.

2.2 Such transfers will be processed strictly in accordance with the procedure at 3.0 below.

### 3.0 Procedure

3.1 If the member applying for a link up has less than 1 year or more than 5 years membership, ignore points 3.2 to 3.4 and proceed from point 3.5.

3.2 If the member applying for a link up has less than 5 years membership, contact their Employing or HR Manager to establish that none of the following apply:

- The Employing Manager is considering termination of the member's employment on health grounds
- The member is on long term sick leave or light duties for health reasons

3.3 If the Employing or HR Manager advises that one or more of the points under 3.2 apply the application will not proceed. The Fund Office will advise the member that their application is not continuing because of this. However, they may subsequently re-apply, if their health improves but not within a six month period. In the event of re-application the process will recommence from point 3.1.

3.4 If the member's health record is satisfactory the transfer in can progress as at 3.5 below.

3.5 The Fund Office will continue the application and calculate a period of Transferred Membership in accordance with the method of calculation recommended by the Actuary and approved by the Trustees in force at the time of the transfer.

This policy is effective from 4 February 2009 and may be amended by the Trustees as they deem necessary and at such intervals as they may determine.