

15 March 2010

Circular 04.2010

To: Salaries and Wages Departments
Human Resources
Pensions Contacts

Dear Colleagues

Annual Returns Protected Manual Contributors

1. Annual Returns

I refer to Circular 09/2009 which detailed the new annual return specification. I note that fewer employers than expected have requested a pre-populated spreadsheet for their authority.

If you intend to use the pre-populated spreadsheet but have not requested this yet, you **must** email annualreturns@nilgosc.org.uk by 20th March 2010.

If you have already requested this, you do not need to take any further action at this stage and you will receive your pre-populated spreadsheet by the end of March.

If your authority will be submitting a text file or using an alternative spreadsheet, please advise us of the method you intend to use. You should notify us in an email to annualreturns@nilgosc.org.uk by 20th March 2010.

The strict deadlines above are necessary to ensure that all completed returns are submitted to NILGOSC by 31 May 2010. If your completed annual return is late you may incur additional actuarial costs.

2. Protected Manual Contributors

In the 2009/10 year, protected manual contributors who previously paid 5% had their contribution rate increased to 5.25% as part of a phased introduction of the new contribution bandings.


From 01/04/2010, these protected members will be required to pay 5.5% contributions in line with the regulations as summarised in the table below. Please

ensure that you implement the rate changes for these members and advise them of the increase where necessary.

Year commencing	Contribution Rate
1 st April 2009	5.25%
1 st April 2010	5.5%
1 st April 2011	6.5% or the contribution rate applicable to the member's pay range, whichever is lower
1 st April 2012	Contribution rate applicable to the member's pay range

Please do not hesitate to contact either myself or Mark Wright if you have any queries regarding this letter.

Yours sincerely



Zena Kee
Pensions Manager