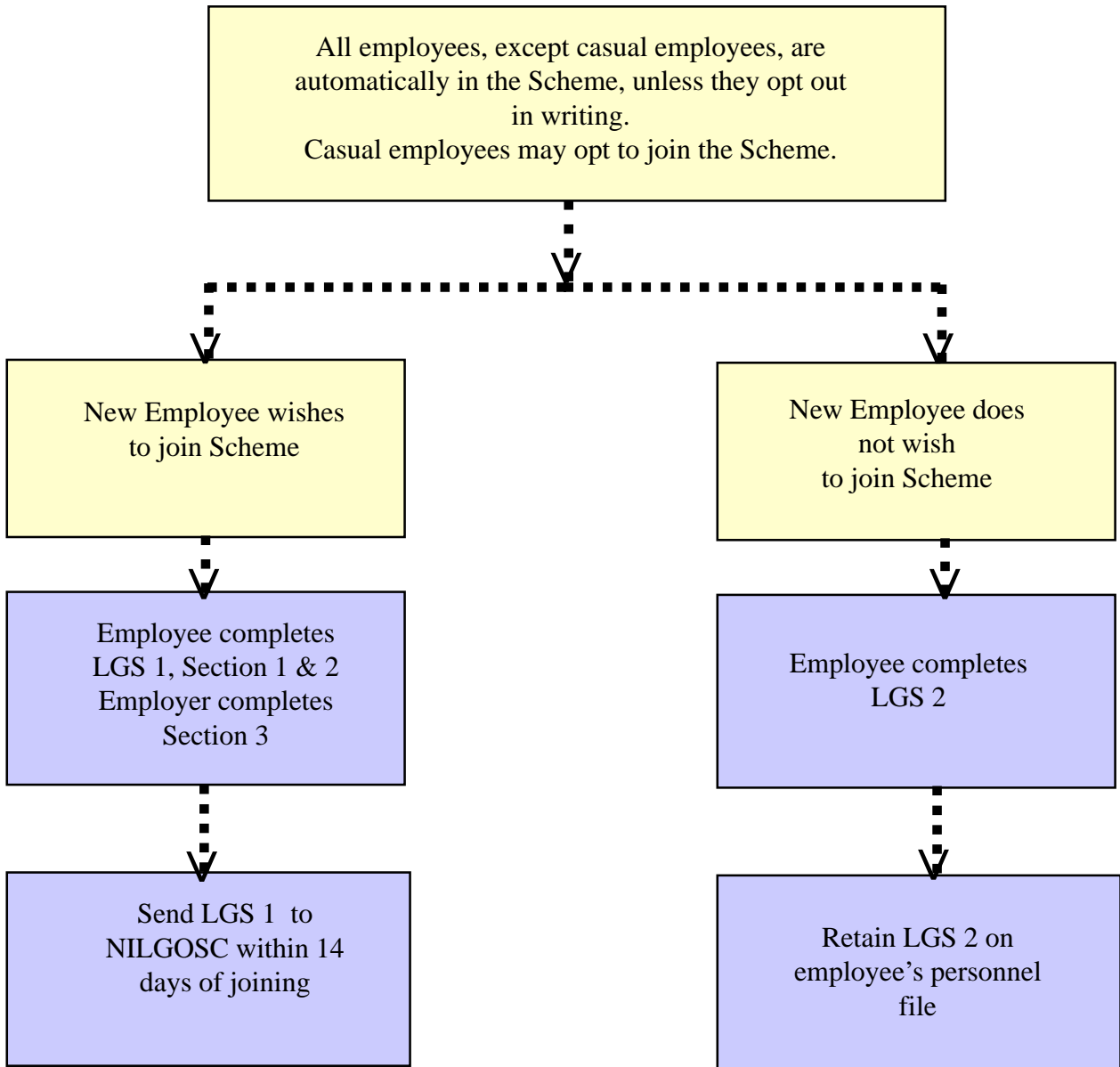


Part 3

Guide to NILGOSC Forms

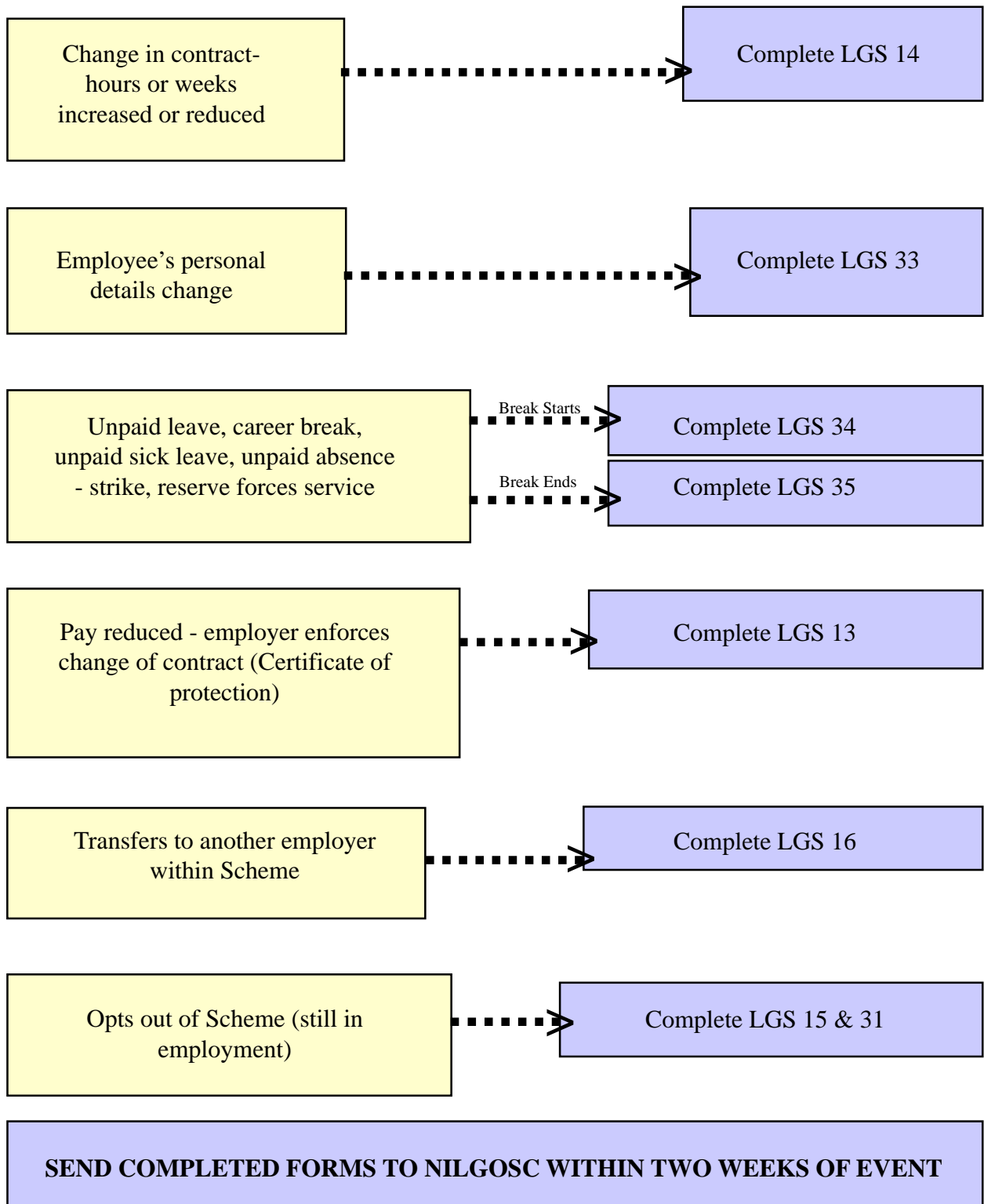
MEMBER COMMENCES EMPLOYMENT



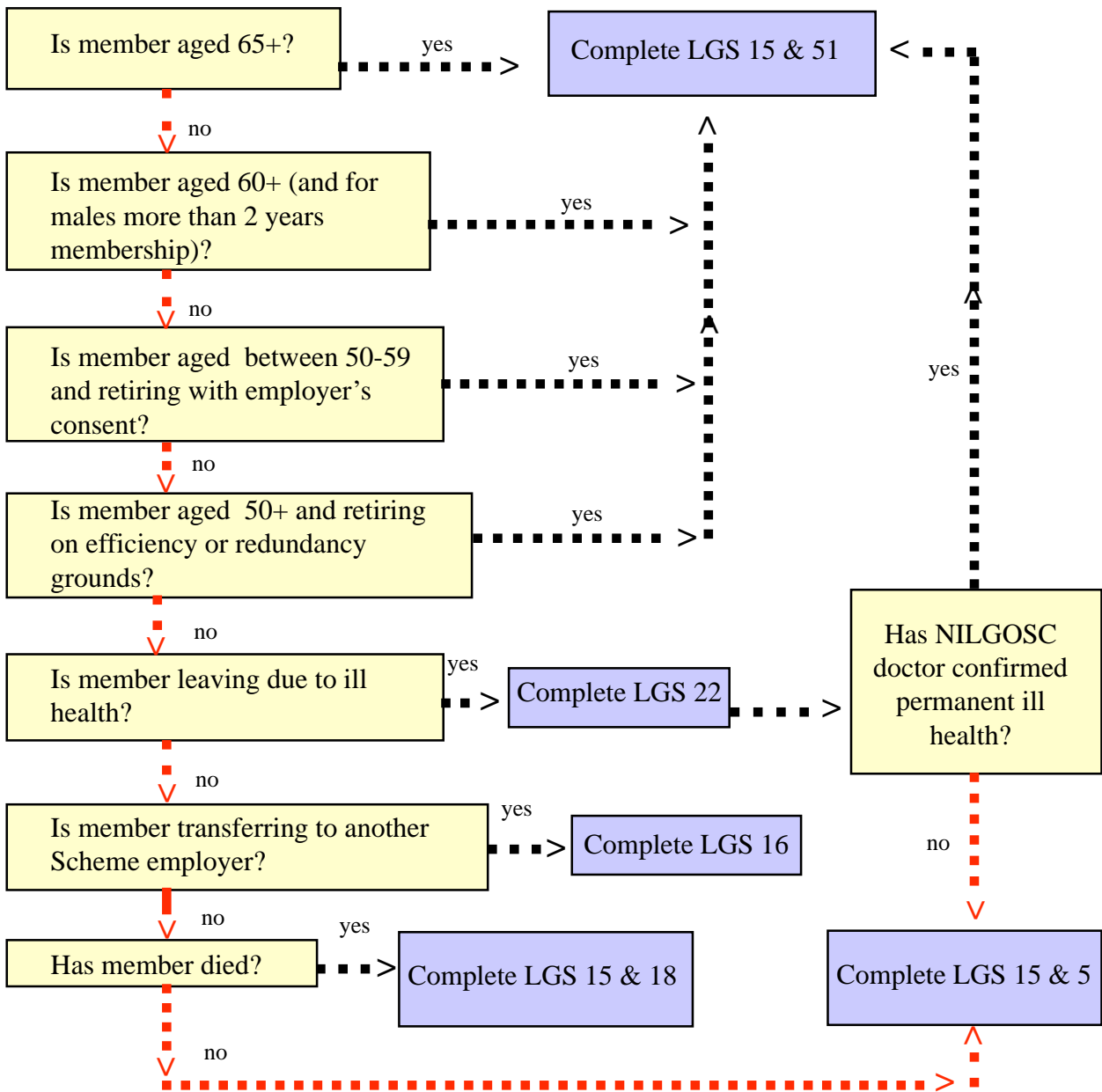
FORMS COMPLETED DURING MEMBERSHIP

Event

Action



MEMBER LEAVES EMPLOYMENT



SEND COMPLETED FORMS TO NILGOSC WITHIN TWO WEEKS OF LEAVING DATE

LIST OF FORMS

Specimen copies of the under mentioned forms are included in the following pages of Section 3.

Completed By Employing Authority

- LGS1 Employee's Membership Option**
- LGS 13 Certificate of protection**
- LGS 14 Variation in Contract of Employment**
- LGS 15 Leaver's Form (All leavers and optants-out, except LGS 16)**
- LGS 16 Transfer to/from another Scheme employer**
- LGS 22 Request for a medical examination by the Committee's doctor**
- LGS 33 Pension Record Maintenance (Miscellaneous changes in member's details)**
- LGS 34 Pension Record Maintenance (Member commences a period of unpaid leave)**
- LGS 35 Member recommences employment after a period of unpaid leave.**
- LGS 40 Employer's Request for Estimate of Retirement Benefits
Stationery request Form**

Payment Forms

- LGS 6 Monthly Remittance Form**
- LGS 7 Annual Return Forms (A3 size – not included)**
- AVC 7 Annual Return- Additional Voluntary Contributions (A3 size – not included)**

Completed By Member

- LGS 1 Employee's Membership Option Form**
- LGS 2 Employee's Option not to join the Scheme**
- LGS 5 Early Leaver's request for benefit options**
- LGS 20 Nomination of Beneficiary**
- LGS 31 Opting Out Form**
- LGS 51 Claim for payment of benefits
Member's Stationery Request Form**

Completed By Next of Kin, Beneficiary or Personal Representative

- LGS 18 Claim for death benefits**