

### 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'.
- 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 transfer in applications from active contributing Members only, except that
  - ◆ transfers wholly or partly consisting of Pension Credit Rights following a Pension Sharing Order on divorce will not be accepted and
  - ◆ benefits earned concurrently outside of the TfL Pension Fund while an active member 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 transfer in 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 transfer in has less than 5 years membership, contact his 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 his application is not continuing because of this. However, he may subsequently re-apply, if his 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 6 February 2008 and may be amended by the Trustees as they deem necessary and at such intervals as they may determine.**