**Submission form**

Thank you for taking part in this review. We are asking organisations that provide pensions on divorce advice to submit to us examples of advice for review.

**How to take part**

|  |  |  |
| --- | --- | --- |
| **1** | **Read guidance** | Please read the [submission guidance](https://actuaries.org.uk/standards/actuarial-monitoring-scheme/current-and-planned-reviews) document (which includes a detailed version of this “How to” guide as well as a Q&A). |
| **2** | **Select examples** | Select 1 to 4 examples of actuarial advice according to the number of reports produced a year, as outlined in the [submission guidance](https://actuaries.org.uk/standards/actuarial-monitoring-scheme/current-and-planned-reviews) document. |
| **3** | **Redact and rename** | Ensure only the signing actuary/your organisation are identified. Rename submitted file(s) including a suitable reference, *eg,* “Example A”. |
| **4** | **Complete form** | Complete this form, providing the requested information for as many examples as you are submitting. |
| **5** | **Set-up data transfer** | Please email the Review Team and we will get this set up for you (reviews@actuaries.org.uk). |
| **6** | **Sign undertaking** | Sign the [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking), if this is the first IFoA thematic review for your organisation. |
| **7** | **Upload** | Upload your submission form and advice examples, and any [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking) to [Egress](https://www.egress.com/). |

We use the information you supply to assist with our review. When completing this form, please only include personal data relevant to your submission and that you are lawfully entitled to supply. Any personal data provided on this form, or otherwise, will be processed in accordance with UK data protection law and the IFoA’s [Privacy Policy](https://www.actuaries.org.uk/privacy-policy).

|  |
| --- |
| **1. Submission sign-off** |
| **1.1 Declaration** |
| In checking the box below I confirm that I am authorised by the Organisation under the terms of the [Confidentiality Undertaking](https://www.actuaries.org.uk/documents/review-confidentiality-undertaking) given by the IFoA to the Organisation to share with the IFoA any and all information about the Organisation pursuant to this review being undertaken by the IFoA and am lawfully entitled to provide the information requested and any personal data supplied on behalf of my Organisation. |
| **Signed (by checking)** |[ ]  **on behalf of** | Click to respond | **(the Organisation)** |
| **Name** | Click to respond |
| **Job title** | Click to respond |
| **Date** | Click here to enter a date |
| **1.2 Preferences** |
| When the review report is published on the IFoA website, are you content for your organisation’s name to appear in a list of participants? No details of any submission will be attributed to any organisation. | Please select |
| **2. About the organisation’s pensions on divorce work** |
| **2.1 Volume of pensions on divorce work (please approximate)** |
| What proportion of the organisation’s income is from pensions on divorce work?(Please indicate approximately, as a percentage) | Click to respond % |
| How many pensions on divorce reports does the organisation prepare a year?(Please indicate approximately) | Click to respond  |
| **2.2 Number of people working on pensions on divorce** |
| How many IFoA members are employed by the organisation? | Click to respond |
| How many IFoA members are involved in pensions on divorce work? | Click to respond |
| How many non-IFoA members are involved in pensions on divorce work? | Click to respond |
| **2.3 Number of examples being submitted** |
| Please use the table on the right to determine how many examples to submit. On the rest of the form (pages 3 to 6), please complete one page for each example.For further guidance on selecting examples, please refer to the [submission guidance](https://actuaries.org.uk/standards/actuarial-monitoring-scheme/current-and-planned-reviews). |

|  |  |
| --- | --- |
| **Reports per year** | **Number of examples to submit** |
| <10 | 1 |
| 11-50 | 2 |
| >50 | 4 |

 |
| How many examples are you submitting for review? | Please select |
| **3. Your views on pensions on divorce work** |
| How would you describe current actuarial standards and guidance (ethical and technical) for pensions on divorce work? | Please select |
| Please expand on the reasons for your response. | Click to respond |
| Please describe the key challenges (if any) you face when carrying out pensions on divorce work. | Click to respond |
| Please upload your completed form to Egress, as described above. If you have any questions about your submission or about using Egress, please contact the Review Team (reviews@actuaries.org.uk). |

|  |
| --- |
| **3. About advice example A** |
| **3.1 Advice example A reference and document name(s)** |
| Please include “**Example A**” in the file name of each document associated with the example. |
| **Document name(s)**Please include “Example A” in each file name  | **Main file name** | Click to enter the name of the main document |
| **Other file name(s)** | Click to enter name(s) of any other documents |
| **3.2 About the signing actuary for advice example A (optional)** |
| **Name** | Click to respond |
| **Email** | Click to respond |
| **ARN** | Click to respond |
| Would the signing actuary be prepared to discuss their advice directly with the Review Team? We will use the email provided to make contact. | Please select |
| **3.3 About advice example A** |
| **Report date**(For principal report) | Click here to enter a date |
| **Pension arrangements covered by the report** | In the table below, please indicate the number of each type of arrangement covered. |
|  | **Active**(contributing) | **Deferred**(no longer contributing) | **Pensioner**(in drawdown) |
| Private sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| Public sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| DC | Change if not 0 | Change if not 0 | Change if not 0 |
| **Size of assets** | What value of pensions assets was covered by the report?(Please indicate approximate total across all arrangements in £s) | **£** Click to respond |
| **APS X2 review** | Please select |
| Click to specify “Other” |
| **3.4 Other relevant information about advice example A** |
| Is there any other information you would like to share with the Review Team about this example?This might include explaining further background on the document(s) submitted. | Click to respond |

|  |
| --- |
| **4. About advice example B** |
| **4.1 Advice example B reference and document name(s)** |
| Please include “**Example B**” in the file name of each document associated with the example. |
| **Document name(s)**Please include “Example B” in each file name  | **Main file name** | Click to enter the name of the main document |
| **Other file name(s)** | Click to enter name(s) of any other documents |
| **4.2 About the signing actuary for advice example B (optional)** |
| **Name** | Click to respond |
| **Email** | Click to respond |
| **ARN** | Click to respond |
| Would the signing actuary be prepared to discuss their advice directly with the Review Team? We will use the email provided to make contact. | Please select |
| **4.3 About advice example B** |
| **Report date**(For principal report) | Click here to enter a date |
| **Pension arrangements covered by the report** | In the table below, please indicate the number of each type of arrangement covered. |
|  | **Active**(contributing) | **Deferred**(no longer contributing) | **Pensioner**(in drawdown) |
| Private sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| Public sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| DC | Change if not 0 | Change if not 0 | Change if not 0 |
| **Size of assets** | What value of pensions assets was covered by the report?(Please indicate approximate total across all arrangements in £s) | **£** Click to respond |
| **APS X2 review** | Please select |
| Click to specify “Other” |
| **4.4 Other relevant information about advice example B** |
| Is there any other information you would like to share with the Review Team about this example?This might include explaining further background on the document(s) submitted. | Click to respond |

|  |
| --- |
| **5. About advice example C** |
| **5.1 Advice example C reference and document name(s)** |
| Please include “**Example C**” in the file name of each document associated with the example. |
| **Document name(s)**Please include “Example C” in each file name  | **Main file name** | Click to enter the name of the main document |
| **Other file name(s)** | Click to enter name(s) of any other documents |
| **5.2 About the signing actuary for advice example C (optional)** |
| **Name** | Click to respond |
| **Email** | Click to respond |
| **ARN** | Click to respond |
| Would the signing actuary be prepared to discuss their advice directly with the Review Team? We will use the email provided to make contact. | Please select |
| **5.3 About advice example C** |
| **Report date**(For principal report) | Click here to enter a date |
| **Pension arrangements covered by the report** | In the table below, please indicate the number of each type of arrangement covered. |
|  | **Active**(contributing) | **Deferred**(no longer contributing) | **Pensioner**(in drawdown) |
| Private sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| Public sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| DC | Change if not 0 | Change if not 0 | Change if not 0 |
| **Size of assets** | What value of pensions assets was covered by the report?(Please indicate approximate total across all arrangements in £s) | **£** Click to respond |
| **APS X2 review** | Please select |
| Click to specify “Other” |
| **5.4 Other relevant information about advice example C** |
| Is there any other information you would like to share with the Review Team about this example?This might include explaining further background on the document(s) submitted. | Click to respond |

|  |
| --- |
| **6. About advice example D** |
| **6.1 Advice example D reference and document name(s)** |
| Please include “**Example D**” in the file name of each document associated with the example. |
| **Document name(s)**Please include “Example D” in each file name  | **Main file name** | Click to enter the name of the main document |
| **Other file name(s)** | Click to enter name(s) of any other documents |
| **6.2 About the signing actuary for advice example D (optional)** |
| **Name** | Click to respond |
| **Email** | Click to respond |
| **ARN** | Click to respond |
| Would the signing actuary be prepared to discuss their advice directly with the Review Team? We will use the email provided to make contact. | Please select |
| **6.3 About advice example D** |
| **Report date**(For principal report) | Click here to enter a date |
| **Pension arrangements covered by the report** | In the table below, please indicate the number of each type of arrangement covered. |
|  | **Active**(contributing) | **Deferred**(no longer contributing) | **Pensioner**(in drawdown) |
| Private sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| Public sector DB | Change if not 0 | Change if not 0 | Change if not 0 |
| DC | Change if not 0 | Change if not 0 | Change if not 0 |
| **Size of assets** | What value of pensions assets was covered by the report?(Please indicate approximate total across all arrangements in £s) | **£** Click to respond |
| **APS X2 review** | Please select |
| Click to specify “Other” |
| **6.4 Other relevant information about advice example D** |
| Is there any other information you would like to share with the Review Team about this example?This might include explaining further background on the document(s) submitted. | Click to respond |