

PRIVATE AND CONFIDENTIAL

Contact Name
Employer Name
Address 1
Address 2
Address 3
City
County
Postal Code

Date: dd March 2010

Our Ref: UEP/EB1/0310

Employer Number: E999999

Dear

Important Announcement: Unitised Ethical Plan

I am writing to provide you with important information regarding The Pensions Trust's Unitised Ethical Plan and to advise you that this requires your immediate attention.

Unitised Ethical Plan (UEP)

The Pensions Trust has reviewed the suitability of the existing Unitised Ethical Investment Fund through a survey with current members and with its investment advisors. As a result of these findings it is now seeking to replace the Fund with a more diversified blend of Socially Responsible Investments. Details regarding the new arrangements will be announced over the next few months. In the meantime a number of changes will be introduced affecting the submission of your monthly pension contributions data and this will be a mandatory requirement for the new product.

Submission of Pension Contributions Data – New Process

An assessment of operational risks has been conducted in connection with the new Fund and it has been decided that all contribution data must be submitted electronically via our online eBusiness system. Over the next few years The Pensions Trust intends to migrate all of its existing employers onto eBusiness, which is in line with current best-practice in the pensions sector.

The internet based system was first deployed by The Pensions Trust in 2006 to provide a secure means for submitting contribution information. The need for this level of security has recently been reinforced by new Data Protection Act powers which, from April 2010, include penalties of up to £500,000 for data breaches.

In addition to the security benefits the eBusiness system also includes real-time data validation. This helps to ensure that the information submitted is accurate and facilitates the prompt investment of member contributions.

The roll-out of eBusiness to those employers with members contributing to the existing UEP Fund is about to commence and I would like to bring this to your attention. *Please share this information with any other staff in your organisation that may be involved in submitting pension contributions data to The Pensions Trust.*

Timescales and Next Steps

The Pensions Trust will provide full support during your migration to the eBusiness system and the roll-out will take place between April and October 2010. A short Contact Details Form accompanies this letter and I request your support in completing this as soon as possible and by no later than 22 April 2010. Terms and Conditions for using eBusiness are also included and a copy should be signed and returned, along with the Contact Details Form, in the prepaid envelope supplied.

We will contact you a few weeks prior to your roll-out to agree a specific date and time so that we can allocate your logon details and support you through your first submission.

I have included some further information. However, should you have any questions please contact Gary Bradley via email at gary.bradley@thepensionstrust.org.uk or by telephone on **0113 394 2723**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P.A. Bradish'. The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Phil Bradish
Head of Business Improvement and Customer Services

Frequently Asked Questions – Migration to the eBusiness System

What is the eBusiness system?

The Pensions Trust's eBusiness system is internet based and operates in a similar way to the on-line banking systems that many people now use for their personal banking.

The system has been designed for ease of use and is accessed through The Pensions Trust's website. Each individual user is supplied with a login and password which they key in each time they use the system.

Several methods of preparing contributions are supported however the majority of employers supply their information via a spreadsheet and a template is provided which is easily uploaded onto the system.

The system then validates the information supplied and allows any changes to be made before submission via the 'submit' button. You will still remain responsible for the accuracy and completeness of the information provided however, the in-built validation will provide support which was not available with other means of submission.

eBusiness also includes online leaver and internal transfer processing and has various additional facilities.

New functionality is added periodically and we are currently considering the introduction of a direct debit facility, which would allow the collection of information and payment of contributions to be achieved in a single process.

What are the benefits of using eBusiness?

The Pensions Trust's eBusiness system uses data encryption and provides a secure method for accessing and submitting information. It helps to protect our customers against inadvertent data breaches which could arise through the interception of post or email. New Data Protection Act powers, due to come into effect on 6 April 2010, will allow fines of up to £500,000 to be imposed for such breaches.

The eBusiness system uses real-time data validation to ensure that any data anomalies can be rectified at the time of submission. This reduces the need for The Pensions Trust's staff to make subsequent enquiries.

The system provides greater control over the collection and processing of contributions and pre-validation facilitates the prompt investment of member contributions.

The eBusiness system will replace the paper 'payment prompt' and email spreadsheet submission methods which are now being phased out.

Will assistance be provided?

A dedicated Support Team is available to guide you through your first submission using eBusiness and it is generally a very simple process. Ongoing support will be available from your usual Payroll contact at The Pensions Trust.

User guides and other support information are available on our website at **www.thepensionstrust.org.uk** and there is an on-line demonstration which shows a submission being made via eBusiness {See Document Library/General Literature/eBusiness Literature}.

When will the eBusiness system be available to use?

The roll out of eBusiness to UEP employers will commence in April 2010 and will conclude by October 2010, we will contact you again during this period with further details of your roll-out date.

What will happen next?

We have sent you a Contact Details Form and the Terms and Conditions for using eBusiness. It is important that you complete the Contact Details Form and return this by 22 April 2010, along with a signed copy of the Terms and Conditions, in the prepaid envelope provided.

We will then schedule all current UEP employers into the roll-out period which runs from April 2010 to October 2010. We will contact you a few weeks prior to your roll-out to agree a specific date and time so that we can allocate your logon details and take you through your first submission.

Please note that pension contributions data submissions for the new UEP Fund will only be accepted via the eBusiness system.

There are many advantages to using eBusiness, if you would like early access please call Gary Bradley on **0113 394 2723** and where possible we will schedule you in at the start of the roll-out programme.