

Attachment 3 : E-mail sent to all Employers on 16th February 2016

Dear Employers,

For information, please find attached a copy of the minutes and slides for the Employers Forum which took place on the 13th January 2016.

In particular, I would draw your attention to pages 18 – 21 of the slides which cover the 2016 Valuation requirements and process. Failure to meet the 30/04/2016 deadline for (i) provision of an accurate, reconciled and balanced Year-End return and/or (ii) ensuring that any outstanding member documentation is provided within that deadline, will affect the accuracy of the data sent to the actuary and hence the valuation results for your organisation.

The potential impact of this will be set out in more detail in a letter that will be sent to you shortly from Hymans Robertson as actuaries to the Fund. However, simplistically, if inaccurate or incomplete data is submitted or data is submitted late, it is likely to result in higher employer contributions in relation to the particular employers submitting this information. Hence it is in your best interests as an employer to ensure that complete and accurate data is provided by the 30/04/2016 deadline.

These slides and the discussion at the January 2016 Employer Forum again reiterate the message provided to employers at the July 2015 Employer Forum and also in my email of 12th January 2016 sent to the nominated contact of every employer.