

# Independent Financial Advice (IFA) Referral Form

## Isle of Man Government Defined Contribution Pension Arrangement

You only need to complete this form if you are interested in joining or finding out more about the **Isle of Man Government Defined Contribution Pension Arrangement**.

Before completing this form please read the notes from page 2 and refer to the Isle of Man Government Defined Contribution Arrangement page on the Public Sector Pensions Authority website at [www.pspa.im](http://www.pspa.im) for more information.

You must be a new employee who meets the criteria for joining this pension arrangement as set out in the Isle of Man Government Defined Contribution Pension Arrangement Policy.

This Arrangement is a Group Personal Pension Scheme and is managed and administered by Aviva. To help employees make an informed choice, financial advice will be provided to employees by Mac Financial Ltd (MAC).

The information provided in this form will be forwarded to MAC and a Financial Adviser will contact you directly to make arrangements so that the necessary advice and recommendations can be prepared.

### Your details

<b>Full Name</b>	
<b>Address</b>	
<b>Date of Birth</b>	
<b>National Insurance Number</b>	
<b>Salary</b>	
<b>Contracted Hours</b>	
<b>Employer name</b> (can be found on your contract)	
<b>Employment Start Date</b> (if known)	
<b>Contact Email address or phone number</b>	

### Declaration

I confirm that I have read the Eligibility Notes on this form and that I am a <b>new pensionable Public Sector Employee</b> and eligible to be considered to join the Isle of Man Government Defined Contribution Pension Arrangement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that at the time of joining the public sector I am <b>not</b> currently in <b>pensionable employment nor have I left pensionable employment</b> in the last 31 days, as a public sector employee, as listed in Section 2 of the Eligibility Notes of this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I confirm that <b>I am not contributing to or a pensioner member</b> of a Public Sector Pension Scheme listed in Section 3 of the Eligibility Notes of this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand the Office of Human Resources will share the data I have provided on this form with MAC Group and that MAC Group will contact me directly in order that I can be provided with the necessary information to make a decision on my future pension arrangement. <b>I consent to my data being shared and processed in this way.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Full Name:</b>	
<b>Signature:</b>	<b>Date:</b>

Please return this completed form to [recruitment@gov.im](mailto:recruitment@gov.im) as soon as you can but absolutely within **1 month** of starting your employment. If you don't have access to email please post to Office of Human Resources, Illiam Dhone House, 2 Circular Road, Douglas, Isle of Man, IM1 1AG.

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### Eligibility Notes

Eligibility criteria is strict and the DC Arrangement is only open to employees who are a new pensionable public sector employee and those who have been employed in the past and are not in receipt of/contributing to a public sector pension from a scheme listed in Section 3.

### Section 1 – What does pensionable mean?

This means that you are employed in a post where you are eligible to be part of a pension scheme. If you have opted out of a pension scheme this means you are still a pensionable public sector employee. You cannot join the DC Arrangement if you are already in pensionable employment with any of the employers listed in Section 2 below.

### Section 2 – What is a Public Sector Employee?

For the purposes of the DC Arrangement a “public sector employee” is pensionable employment with:

1. Judge of the High Court
2. The Attorney General
3. Public Servant within the meaning of the Public Services Commission Act 2015
4. Any person, other than a public or civil servant, employed or appointed by a Department, Office, Authority,
5. Statutory Board or a Board of Tynwald (excluding IOM Financial Services Authority)
6. Members of Tynwald
7. The Clerk of Tynwald and persons employed in the Office of the Clerk of Tynwald
8. Practitioners (Medical, General and Dental) as defined in the Isle of Man Government Unified Scheme
9. Coroners
10. Isle of Man Data Protection Supervisor
11. Industrial Relations Officers
12. Persons employed on a full time basis by the governing body of a maintained school (within the meaning of the Education Act 2001) if the Department of Education, Sport and Culture, with the consent of the PSPA, so resolves.
13. Persons employed by Manx Radio
14. Officer of Hospice Care as defined in the Isle of Man Government Unified Scheme
15. Pensionable employment with:
  - o Manx Utilities Authority
  - o King Williams College
  - o Ballasalla Medical Centre
  - o Castletown Medical Centre
  - o Finch Hill Medical Centre
  - o Hailwood Medical Centre
  - o Kensington Medical Centre
  - o Laxey and Village Walk Medical Centre
  - o Palatine Medical Centre
  - o Peel Medical Centre
  - o Ramsey Medical Centre
  - o Snaefell Medical Centre
  - o Southern Medical Centre
  - o Individual GPs/DPs contracts managed by Finance, Legislation and Externally Commissioned Services Directorate, HSC

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### Section 3 – I'm already contributing to or receiving a pension, can I join?

Any new starter who is contributing to or in receipt of a pension from any of the public sector pension schemes listed below are unfortunately not permitted to join the DC Arrangement:

- Isle of Man Government Unified Scheme 2011
- Judicial Pension Scheme 2004
- Judicial Pension Scheme 1992
- Teachers Superannuation Order 2011
- Police Pension Regulations 1991
- Police Pension Regulations 2010
- The Superannuation (Manual Workers) (No1) Scheme 1973

### Section 4 – How we use your data

The information that you have provided on this form for administering your DC Arrangement Scheme choice will be sent to MAC. We may share your information to administer your pension choice, enable us to prevent and detect fraud and mistakes, or as required by law. For more information about how we use your data please refer to the Office of Human Resources Privacy Notice on our website at [www.hr.gov.im/privacy-notice](http://www.hr.gov.im/privacy-notice)

### Section 5 – Financial Advice

Your employer has engaged the services of MAC. MAC are part of the MAC Group, based in Douglas, Isle of Man. MAC will give you the initial advice for the purpose of assisting you with the decision to join either the DC Arrangement or the DB Scheme. This advice is free of charge and paid for by your employer.

The appointment of MAC does not limit you taking advice from another financial adviser of your choosing and you will need to meet the entire cost of this yourself.

The DC Arrangement incurs an automatic cost to the Employee. This is known as the Annual Management Charge and it is deducted each year and is currently 0.95% of the fund value. 0.46% of this is paid to MAC for their ongoing support to you (e.g. holding an annual policy review meeting with you to discuss your pension position) with the balance of 0.49% taken by Aviva as the cost of administering the scheme and making investments on your behalf. Find out more about the costs associated with the DC Arrangement in the DC pages of the PSPA website. With the exception of the annual policy review, any subsequent advice from MAC, or another IFA, must be paid for by you.