

# PROCESS PENSION SCHEME DEATH BENEFITS



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PERFORMANCE CRITERIA	SCOPE
<p>You must be able to:</p> <ol style="list-style-type: none"> <li>1. Locate and validate member's record against the <b>death notification</b></li> <li>2. Check where appropriate, applications for <b>death benefits</b> are authorised by the appropriate person and supported by relevant documentation</li> <li>3. Fully validate the eligibility of <b>beneficiaries</b> to receive member's <b>death benefits</b> against the Scheme regulations</li> <li>4. Validate the members level of pay or fund value on which benefits are to be based</li> <li>5. Correctly calculate <b>death benefits</b>, taking into account any <b>special circumstances</b> according to Scheme rules</li> <li>6. Take into account any overriding regulatory legislation that may affect sums payable to the beneficiaries</li> <li>7. Accurately re-calculate revised benefits as necessary</li> <li>8. Notify beneficiaries of their entitlements in an appropriate and correct manner within the required <b>timescales</b></li> <li>9. Promptly arrange payments of the <b>death benefits</b> and any ongoing dependant's pension with the paying agent</li> <li>10. Update deceased member's records to reflect their change of member status</li> </ol>	<p>In meeting the performance criteria you must show you can :</p> <ol style="list-style-type: none"> <li>(A) Process <u>three</u> different types of <b>death benefits</b>, one of which may be simulated from the following: <ol style="list-style-type: none"> <li>(i) Death in service</li> <li>(ii) Death after retirement</li> <li>(iii) Death in deferment</li> <li>(iv) Death of a dependant in receipt of a pension</li> </ol> </li> <li>(B) Validate, where applicable, eligibility of the following categories of <b>beneficiary</b>: <ol style="list-style-type: none"> <li>(i) Spouse/civil partner/nominated partner</li> <li>(ii) Child(ren)</li> <li>(iii) Death grant nominee(s)/expression of wish</li> </ol> </li> <li>(C) Process <b>death notifications</b> with reference to each of the following, as applicable: <ol style="list-style-type: none"> <li>(i) Employer/trustee authorisation</li> <li>(ii) Certificates of marriage, death and birth certificates of dependants</li> <li>(iii) Letters of administration/grant of probate</li> <li>(iv) Death grant nomination/expression of wish</li> <li>(v) Trustees discretion</li> </ol> </li> <li>(D) Take into account one of the following <b>special circumstances</b>:</li> </ol>

<p>11. Follow procedures for maintaining security and confidentiality correctly according to organisational and regulatory requirements</p>	<ul style="list-style-type: none"> <li>(i) AVCs</li> <li>(ii) Benefits in other schemes</li> <li>(iii) Transfers in</li> <li>(iv) Pension credits/debits or attachment orders</li> <li>(v) Other amendments for existing members</li> <li>(vi) Added years</li> </ul> <p>(E) Ensure that <u>both</u> of the following <b>timescales</b> are met:</p> <ul style="list-style-type: none"> <li>(i) Regulatory Scheme or organisational service level agreements</li> </ul>
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## PROCESS PENSION SCHEME DEATH BENEFITS

### Knowledge and Understanding

You must show that you know and understand:

- K1** How to interpret and apply regulatory and scheme regulations/rules following a death notification
- K2** How benefits are affected by scheme regulations/rules, taking into account overriding regulatory legislation
- K3** Under what circumstances would authorisation from an appropriate person be required
- K4** What affect do death nomination forms have on the payment of death benefits
- K5** How to accurately apply correct calculation methods and standard practices
- K6** The circumstances under which benefits may need to be re-calculated and the procedures to be followed
- K7** What are the scheme requirements for the discharge of benefits
- K8** When to apply Pension Increase regulations when determining the death benefits that are payable
- K9** The circumstances in which proof of probate/letters of administration are required
- K10** The internal procedures that you need to follow and records that need to be updated when discharging benefits
- K11** The signatories and authorisation you need, to arrange to provide information and/or discharge benefits
- K12** What is meant by 'earmarking' and pension sharing on divorce and describe the additional information you need where part of member's pension has been 'earmarked' on divorce
- K13** What is meant by the scheme being contracted out or not contracted out of the State Second Pension Scheme (S2P) and what information must be provided when a member ceases to be contracted out

**K14** The meaning of the term 'trustees discretion'

**K15** The procedures in place to maintain security and confidentiality, including Data Protection Act