**NHS Pensions - Out of Hours Provider (OOHP)**

**Application for access to the NHS Pension Scheme as an Out of Hours Provider Employing Authority (OOHP EA)**

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| **Organisation** | | | | |
| Full Title |  | | |  |
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| Official Business Address |  | | |  |
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|  |  |
| Official Business Postcode |  | | |  |
|  | | | | |
| Registered Company Number |  | | |  |
|  | | | | |
| **Person responsible for making this application** | | | | |
|  | | | | |
| Name |  | | |  |
|  | | | | |
| E-mail address |  | | |  |
|  | | | | |
| Telephone number |  | | |  |
|  | | | | |
| Postal address |  | | |  |
|  |
|  |  |
| Postcode |  | | |  |
|  | | | | |
| The date you want NHS Pension Scheme OOHP EA status to begin | | |  |  |
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| **Are you a company limited by guarantee?**  A company limited by guarantee, where the majority of the members (owners or partners) are either General Medical Services (GMS) or Personal Medical Services (PMS) contractors whose GMS contract or PMS agreement requires them to provide Out of Hours (OOH) services. General Practitioners (GPs) who are partners or shareholders of such a contractor (and all remaining members are other GMS or PMS contractors or GPs who are partners or shareholders in such contractors). The company must have an Out of Hours Contract to provide solely out of hours services for GMS or PMS Contractors, a Delegated Clinical Commissioning Group (CCG) or Local Health Board (LHB) in Wales. The company's business of providing out of hours primary medical services must be operated wholly or mainly in a way which is of a 'mutual trading' character. | | | | |
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| Yes | | No | |  |
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| **Are you a body corporate?**  A body corporate, whose members include at least one GMS or PMS contractor, or a GP who is a partner or shareholder of such a contractor.  The body must be operated for the benefit of the general public or the recipients of its primary medical services and on a 'not for profit' basis that forbids the payment of dividends, requiring any 'profits' to be re-invested in the business and requires assets to be transferred to a charity or similar body on its winding up. It must have a contract which is solely for Out of Hours services with a Delegated CCG, GMS or PMS Practice or LHB in Wales to provide out of hours primary medical services. | | | | |
| Yes | | No | |  |
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| **If the answer to both of the above questions is no, you cannot become an NHS Pension Scheme OOHP EA.** | | | | |
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| **Declaration** | | | | |
| * I confirm the information provided in this application is true. * I confirm that this organisation will pay over all due employer and employee contributions (of any type) by no later than the 19th of each month and that, if the NHS Pension Scheme contribution rates change, this organisation will continue to send in the employer and employee contributions at the new rate to the statutory time limit. * I confirm that if the contract for OOH services ends I will contact NHS Pensions to inform them and complete any outstanding compliance actions as required by NHS Pensions. * This organisation will co-operate in full with NHS Pensions and The Department of Health and Social care including any ‘spot’ (i.e. audit) checks. * I understand that if this organisation acts in breach of statutory pension legislation or fails to co-operate with NHS Pensions it may be expelled from the NHSPS and reported to regulatory bodies for example The Pensions Regulator. | | | | |
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| Name of person making declaration | |  | |  |
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| Position in organisation | |  | |  |
|  | | | | |
| Signature (can be electronic or scanned) | |  | |  |
|  | | | | |
| Date | |  | |  |

Please also complete the Contact Details Form

Please send the completed forms along with a copy of your full signed contract or agreement for services to the NHS Pensions Scheme Access Team at [schemeaccess@nhsbsa.nhs.uk](mailto:schemeaccess@nhsbsa.nhs.uk)