

# New member registration form

## To the employer

To ensure that your new employees are registered for pension, sick pay and death-in-service benefits they must be registered with the Scheme within two weeks of starting employment.

Please have this form completed and return it to the Scheme Head Office.

## Member details

Surname:  First name:

Date of birth:  PPS number:

Occupation:  Employment start date:

Date registered in CWPS:

*(if different from employment start date)*

Home address:

Contact number:  Email:

## Employer details

Employer name:

Address:

Employer CWPS number:

## For office use only

Date form received:  Member ID number:

Date member attached to employer record:  Initials:

- Please note:
- If the employee is registered in CWPS after their employment start date with the employer, the employer remains liable for the unpaid weeks.
  - If any of the employee's details are missing or left blank, we will not be able to register them in the Scheme.

Please return the completed form to:

Construction Workers' Pension Scheme  
Canal House, Canal Road, Dublin 6  
Telephone: (01) 497 7663  
Fax: (01) 496 6611  
Email: info@cwps.ie