

How to register for CWPS



There are three steps to register as an employer within the Construction Workers' Pension Scheme (the scheme). This leaflet explains those steps and what you need to do.

Step 1: filling in a 'deed of adherence'

The deed of adherence is the legal document that employers must fill in to register for the scheme.

The benefits of filling in the deed are as follows.

- You can deduct the contributions for pension and death-in-service benefits before tax and PRSI.
- The lump-sum retirement benefit paid (within Revenue limits) will not be taxed.

What are my legal obligations?

By law, all employers in the construction and electrical industries who the Registered Employment Agreement (REA) applies to must provide pension benefits, death-in-service benefits and sick pay for all manual workers aged 20 to 65.

You can get copies of the REA from:

Labour Court, Tom Johnston House, Haddington Road, Dublin 4. Website: www.lrc.ie

The deed is simple to fill in.

On side 1

Give the date and your firm's name and address.

On side 2

If you are a limited company, fill in part 1 and put an imprint of your company seal in the box. If your firm does not have a seal, you can

send a copy of the certificate of incorporation.

If you are a Sole Trader or a partnership, you and any partner should sign part 2.

A trustee director of the scheme will sign part 3 of the deed. This will be witnessed by another trustee director or secretary.

Step 2: filling in the employer registration form

This form gives us your firm's details.

You should fill in the first part of the form whether you are a limited company, sole trader or a partnership.

Only fill in this section if you are a limited company.

The Deed refers to Rule 4.9 - what is this?

If contributions due to the scheme have not been paid 21 days after the end of the month they are due in (as required under the Pensions Act), the Trustee may, if it chooses and after consulting the Scheme Actuary, charge a 'levy' on any unpaid contributions for each complete month they remain unpaid for. This is to compensate members for the loss of investment returns. This is referred to as Rule 4.9 because full details are set out in point 4.9 of the scheme's Trust Deed and Rules.

Make sure you sign the form and state your position in the firm.

Step 3: filling in the 'New member registration form'

This tells us about any of your employees who are eligible to join the scheme.

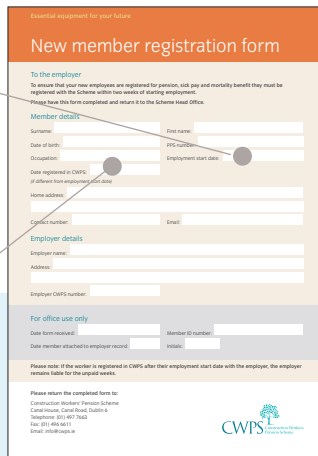
You must make sure that your new employees are registered in the scheme within two weeks of starting to work for you, and you must fill in a separate form for each employee that you are registering.

Employment start date:

This is the date the employee started working for you. Under the REA, you must start paying contributions for the employee from this date if they are over 20 years.

Date registered in

CWPS: *This is the date you start paying contributions for your employee. If this date is different from the date the employee started working for you, the scheme may accept this, but you will remain liable for any unpaid period.*



The image shows a 'New member registration form' from CWPS. It is titled 'Essential equipment for your future' and 'New member registration form'. The form is divided into sections: 'To the employer', 'Member details', 'Employer details', and 'For office use only'. The 'Member details' section includes fields for Surname, First name, Date of birth, PPS Number, Occupation, Date registered in CWPS, and Employment start date. The 'Employer details' section includes fields for Employer name, Address, and Employer CWPS Number. The 'For office use only' section includes fields for Date form received, Member ID number, and Date member started/started employer record. At the bottom, there is a note about the form being used for registration and a CWPS logo.



Scheme benefits include:

- A pension for life when the member retires.
- Flexibility about when to retire – from age 60 onwards
- The option to take a tax-free lump sum at retirement.
- A choice of what benefits (within limits) to provide at retirement.
- Death-in-service benefits::
 - a lump sum of €63,500; plus
 - a further lump sum of €3,175 for each eligible child; and
 - the value of the member's account.
- A pension for the member's dependants when the member dies.
- The option to transfer benefits to another approved pension scheme if the member leaves the scheme.
- Sick pay.

If any of the employees' details are missing or left blank we will not be able to register them in the scheme.

What happens next?

Once we have received your registration forms, we will send you the following.

- A Certificate of Registration confirming your employer registration number, which you should quote whenever you contact the administration team.
- 'A step-by-step guide to your benefits' – a booklet explaining how the scheme works and the benefits that it provides for members.
- 'Your pension toolkit' – a manual setting out what to do when an employee starts working for you, leaves, retires or dies. It also includes details on how to pay contributions.

Any questions?

If you have any questions about how to register within the scheme, contact the administration team.

CWPS, Canal House, Canal Road, Dublin 6

Phone: 01 497 7663

Fax: 01 496 6611 / 406 0960

Email: info@cwps.ie

If you need more forms, please contact us. Or you can download the forms from the website at www.cwps.ie.

