




National LGPS
Frameworks

By LGPS Funds, for LGPS Funds

**Joining instructions for the
National LGPS Framework
for Third Party
Administration Services**

Please complete either Option 1 or Option 2 below, then return this form to:

 **The Norfolk Pension Fund, (National LGPS Frameworks), 4th Floor Lawrence House, 5 St Andrews Hill, Norwich, NR2 1AD**

 **NationalLGPSFrameworks@norfolk.gov.uk**

Option 1: I would like to see the User Manual, Terms and Conditions and Supplier Catalogues before I go any further. I am interested in:

Lot 1 - Pension Administration Services

Lot 2 - Pension Administration Support Services

All Lots

Before we send you this commercially sensitive information, we need a confidentiality statement from you.

This is attached as **Form A** to these Joining instructions. Once we receive this we can forward the framework documentation to you.

Please send the details to (*name*).....

Email address:.....

Tel:.....

I have enclosed a signed copy of the confidentiality statement (Form A)

Option 2: I would like to use the framework. I am interested in:

Lot 1 - Pension
Administration
Services

Lot 2 - Pension
Administration
Support Services

All Lots

Please send me 2 copies of the Members Agreement to sign

I have enclosed a signed copy of the confidentiality statement (Form A)

Or

I have previously signed a copy of the confidentiality statement (Form A)

Please send the Members Agreement and framework details to:

Organisation Name:

Officer Name:

Address:.....

.....
.....
.....

Email address:

Telephone:

Please send the invoice for the Joiners Fee to: (Officer Name).....

Organisation Name:

Invoice address:

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.....
.....

Email address:

Preferred Payment Method e.g. CHAPS, BACS, Cash, Debit Card etc..

.....

Is a Purchase Order Number required: Yes/No

If Yes, please provide the Purchase Order Number:.....