

## **NHS Pensions - Application for NHS Pension Direction Order**

(For use by Local Authority Employers only)

### **Important Information for Local Authority Employers**

The letter of 28 February 2013 from Public Health England and document titled 'Public Health Staff –employer and employee FAQs and the document 'Pension provision update (July 2013)' set out the circumstances in which a Local Authority can (if they wish) make an application for a Direction Order.

If you wish to make a request for a Direction Order please provide a response to the following:

- 1) Full name of the Local Authority
- 2) Does your organisation already have access to the NHS Pension Scheme (e.g. by virtue of a Staff Transfer Scheme)?
- 3) If yes, please confirm your four digit NHS Pension Scheme administration code
- 4) Please confirm the date you wish the Direction Order to take effect from

Please send your response to:

Scheme Compliance Unit  
NHS Pensions  
PO Box 2269  
Bolton  
BL6 9JS

Email: [nhsbsa.directionapplication@nhs.net](mailto:nhsbsa.directionapplication@nhs.net)

It is anticipated that the application process should generally take no longer than 4 – 6 weeks from the date of receipt.