




National LGPS Frameworks

By LGPS Funds, for LGPS Funds

Joining instructions for the National LGPS Actuarial, Benefits and Governance Consultancy 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 - Actuarial Services

Lot 2 - Benefits Consultancy

All Lots

Lot 3 - Governance Consultancy

Lot 4 - Consultancy Services to Support Specialist Projects

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 - Actuarial Services

Lot 2 - Benefits Consultancy

All Lots

Lot 3 - Governance Consultancy

Lot 4 - Consultancy Services to Support Specialist Projects

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:

.....

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:.....