

GMS, PMS or (classic) APMS NHS Pension Scheme employing authority (EA) – request to close EA code

As a general medical services (GMS), personal medical services (PMS) or (classic) alternative provider of medical services (APMS) contractor it is your responsibility to notify us of any changes which may affect your access to the NHS Pension Scheme.

These include changes to the partnership or shareholder structure of your organisation, mergers and when a contract ends or is varied.

A (classic) APMS contractor in NHS Pension Scheme terms is an organisation that holds an APMS contract and all of the partners or shareholders have also entered into, or would be eligible to enter into, a GMS contract or PMS agreement.

Please use this form to request closure of your EA code. In some circumstances the EA code may have to remain open. You should wait for confirmation from the Scheme Access team before making any changes to member records.

Complete all parts. If a question is not applicable use n/a.

NHS Pension Scheme EA code

EA name

Contract type

GMS

PMS

APMS

Practice name and GP code / ODS code or name of service

End date of contract or date of change

Action taken regarding your GMS, PMS or APMS contract

Termination

Variation

Novation to another provider

Type of change

- Full premises closure (the practice is being closed and the contract terminated)
- Merger of contracts (full merger with your contract being terminated)
- APMS contract has expired and is not being renewed
- Liquidation
- New provider of contract (the contract will continue but the service will be run by another provider, please tell us who in the box below)
- Payroll merger (administrative merger but your contract remains live)
- Contract is still live, but all services are being sub-contracted to another provider (please tell us who in the box below)
- Contract is still live, but a third party is now managing this contract on your behalf (please tell us who in the box below)
- Other (please give details in the box below)

Be aware that, if you still hold your GMS, PMS or APMS contract for the practice or service, all employees must remain under this EA code to be eligible to remain in the NHS Pension Scheme and they must continue to be employed by the named contractor on your GMS, PMS or APMS contract.

List of the premises, including all branch premises, that are covered by this contract:

Name of surgery	Full address	Main or branch site	If a branch site, date added to your contract

If you are merging with another organisation, give their details below, if known

Name of organisation

Contact name

Contact email

Full address

EA code

GP code

If any of your staff are transferring to another employing authority as a result of this change give their details, including EA code if known

Please attach to your response any evidence you have received in regard to this change, for example, contract variation or novation, letter or email from commissioning body, letter from receiver.

Please send your completed form together with any supporting documents to the Scheme Access team.