

# Does your DC scheme comply with the Code of Practice?

Complete our high level checklist to identify which areas of the Pensions Regulator's revised Code of Practice 13 you may need to focus on.



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<i>The trustee board</i>		Yes	No
1	Do you regularly review the fitness and propriety of your trustee board members?		
2	Do you have a robust and documented process in place for appointing the chair of trustees?		
<i>Scheme management skills</i>			
3	Have you recently reviewed your providers' performance?		
4	Can you demonstrate that the level of trustees' knowledge has been assessed, and any gaps have been identified (and are documented in your Annual Chair's Statement)?		
<i>Administration</i>			
5	Are your administrator's record keeping and reporting protocols robust enough to ensure mistakes are minimised, and corrected as quickly as possible should they arise?		
6	Can you confirm that core financial transactions are being carried out "promptly" and not inappropriately focussed on the legislative maximum timescales?		
<i>Investment governance</i>			
7	Do you understand what asset protection your members have in the event of a problem and have you communicated the overall conclusion of this to members?		
8	Do you have details of all of the charges and transaction costs borne by your members to calculate your assessment of value for members?		
<i>Valued for members</i>			
9	Can you explain and have you documented evidence for your assessment of value for members in your Annual Chair's Statement?		
10	Do you have details of all of the charges and transaction costs borne by your members to calculate your assessment of value for members?		
<i>Communicating and reporting</i>			
11	Are your communications accurate, clear, relevant and in plain English?		
12	Do you regularly review your communications to take into account innovations in technology that are available?		

If you have answered no to any above, would like to undertake a full analysis of your DC scheme against the new code, or have any other questions, we can help. Get in touch with one of our DC experts to find out more.



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