

Authorised signatories and contact details form

Name of Employer	Enter your full Employer name
Address	Enter the postal address for communications

This form should be completed by the Section 151 Officer / Chief Financial Officer (who is responsible for the payment of LGPS31 contributions) or an appropriate delegate who must copy in the Section 151 Officer / CFO when submitting the form via email. By doing so we are assuming they approve the information provided.

Please email the completed form to: employer.engagement@eastsussex.gov.uk or post to: Pensions, Business Operations, East F, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE.

Required contact	Name	Job title	Contact number	Email address
Chief Executive Officer (For escalation purposes)	➔	Senior person if the Fund requires escalation or approval and are not receiving a response from Section 151 Officer		
Section 151 Officer (Pensions LGPS31)	➔	Person who makes the final decision relating to the employer and the Fund		
Designated S151 Officer (Pensions LGPS31)	➔	Person with delegated Section 151 responsibility		
i-Connect	➔	The person(s) responsible for i-Connect submissions and queries		
HR	➔	The person(s) responsible for HR queries		
FRS/IAS Reports Finance and Invoicing	➔	The person(s) responsible for invoicing or accounting queries		
Payroll	➔	The person(s) responsible for payroll		
Pensions Administration	➔	The person(s) responsible for dealing with Pensions Administration queries		

Date	Date form is signed
Name and position	Instructions for completion highlighted in yellow above