



HM Revenue
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Pension Scheme Administrators and
Pension Scheme Practitioners

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Dear Customer

Migration to the Managing Pension Schemes service

I am writing to you regarding the migration of pension schemes from the Pension Schemes Online service to the Managing Pension Schemes service.

According to our records, you are currently listed as a pension scheme administrator with open pension schemes and or a pension scheme practitioner on the Pension Schemes Online service.

Migration

Later this year, we will be introducing new functionality to view your pension scheme(s) that are eligible for migration on the Managing Pension Schemes service. In Spring 2022, you will be able to provide up to date information on your pension scheme(s) to migrate it over to the Managing Pension Schemes service.

However, pension scheme administrators will need to first enrol on the Managing Pension Schemes service as only pension scheme administrators will be able to migrate pensions schemes.

We advise pension scheme administrators to do this as soon as possible, if you have not already done so.

How to enrol

Pension Scheme Administrator registration and enrolment:

To enrol for the service, go to www.GOV.UK and search 'register as a pension scheme administrator'. In the 'how to register' section, you will find a link to the Managing Pension Schemes service.

To make sure you keep the same scheme administrator ID that you are currently registered with, you will need to enrol using the same credentials as you use for the Pension Schemes Online service.

You will need to complete similar information as if you are registering as a new scheme administrator, but you'll receive confirmation of your existing scheme administrator ID at the end of the journey.

Pension Scheme Practitioner registration and enrolment:

Existing practitioners will be able to enrol on the Managing Pension Schemes service, using the credentials for your Pension Schemes Online practitioner ID beginning with '0'. You'll need to provide details as if you're registering, but your existing practitioner ID will be confirmed back to you when you've successfully enrolled.

Multiple pension scheme administrator and pension scheme practitioner IDs:

Scheme administrators and practitioners will only be able to have one ID per Corporation Tax UTR, partnership UTR or National Insurance number.

As a pension scheme administrator or a pension scheme practitioner you'll be able to set one of your IDs as a 'master ID'. You'll need to use the credentials for this ID to enrol on the Managing Pension Schemes service. All your other pension scheme administrator IDs and/or pension scheme practitioner IDs you'll need to set as 'ancillary' IDs.

Once a pension scheme has been migrated, as long as the authorising pension scheme administrator has enrolled for the Managing Pension Schemes service and a pension scheme practitioner set up an ID as a 'master ID' and has enrolled on the Managing Pension Schemes service, then existing practitioner relationships will automatically be recreated using your 'master' ID.

Clearly it is crucial, if existing pension scheme practitioner relationships to open schemes are to be recreated, for the pension scheme administrator to be enrolled on the Managing Pension Schemes service and to have migrated the pension scheme on to the Managing Pension Schemes service. If this is not done the existing relationships will not be recreated and pension scheme practitioners will not be able to fulfil their contractual obligations to pension scheme administrators on open pension schemes.

More information

You can find more information on the migration of pension schemes in our 'Managing Pension Schemes service newsletter – March 2021'. Go to www.GOV.UK and search for 'pension scheme newsletters'.

If you have any further questions after reading the newsletter or encounter any issues, you can email my colleagues at migration.mps@hmrc.gov.uk

Please act now and do not hesitate to contact me if you need any further assistance.

Yours sincerely



John Bhandal
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Pensions, Savings and CISC
[Pension Scheme Migration](#)

Migration of pension schemes to the Managing Pension Schemes service will begin in 2022.

To ensure you can migrate all your pension schemes, please read our [Managing Pension Schemes newsletter](#) to make sure you have enrolled for the service and taken the necessary steps in preparation.