

New member registration form

To the employer

To ensure that your new employees are registered for pension, sick pay and death-in-service benefits they must be registered with the Scheme within two weeks of starting employment.

Please have this form completed and return it to the Scheme Head Office.

Member details

Surname: First name:

Date of birth: PPS number:

Occupation: Employment start date:

Date registered in CWPS:

(if different from employment start date)

Home address:

Contact number: Email:

Employer details

Employer name:

Address:

Employer CWPS number:

For office use only

Date form received: Member ID number:

Date member attached to employer record: Initials:

- Please note:
- If the employee is registered in CWPS after their employment start date with the employer, the employer remains liable for the unpaid weeks.
 - If any of the employee's details are missing or left blank, we will not be able to register them in the Scheme.

Please return the completed form to:

Construction Workers' Pension Scheme
Canal House, Canal Road, Dublin 6
Telephone: (01) 497 7663
Fax: (01) 496 6611
Email: info@cwps.ie

