



Letter of Compliance 'LOC'

The Construction Workers' Pension Scheme 'CWPS' is a multi-employer occupational pension Scheme and membership of CWPS satisfies the conditions of the Sectoral Employment Order for the construction sector in respect of pension, sick pay and death in service benefit for all workers registered with CWPS. Confirmation of CWPS membership is issued in the format of Letter of Compliance 'LOC' by CWPS.

CWPS will issue a LOC to confirm that pension contributions are paid to CWPS in respect of a firm's currently registered employees in accordance with the Scheme rules.

How to apply for a Letter of Compliance

Step 1

All pension contributions due to CWPS must be paid up to date for all your registered employees in accordance with the Scheme rules.

Step 2

Evidence of compliance for the previous tax year should be provided to CWPS by 2nd March 2018 to avoid delay. Evidence of Compliance should be in the form of an auditor or accountant's letter – See overleaf for guidelines on auditor/accountant's letter.

Step 3

Submit your request for a LoC



Using the Employer Online section of the CWPS website www.cwps.ie. (see overleaf for more details)



Send an email request to: loc@cwps.ie or



Phone 01 407 1437 or 01 497 7663 ext 4300

Step 4

The name of the project, public body/contract or client must be supplied to CWPS at the time of your LoC request.

A Letter of Compliance:

- is only issued after compliance has been verified by CWPS
- is issued in respect of a particular named contract or client
- will list your currently registered employees in CWPS at the time of issue
- has a security hologram on the top right hand side
- is issued within 3 working days once compliance is verified by CWPS
- is issued only by post or a PDF version by email
- PDF version cannot be printed however the email can be forwarded onto the contractor/client



**Important
information**

CWPS Letter of Compliance




Evidence of compliance

Evidence of Compliance is a letter from your auditor or accountant confirming that all pension contributions for the previous tax year for all of your employees registered in CWPS have been paid in full to CWPS.



Your Evidence of Compliance must be sent to CWPS on or before 2nd March 2018 before any letters of compliance can be issued by CWPS.

An Auditor/Accountant's letter must include the following:

- Must be on headed paper, dated and signed by your auditor/accountant and addressed to, CWPS, Canal House, Canal Road, Dublin 6.
 - If you are a Limited Company or a Designated Activity Company the letter must confirm that the firm acts as auditor to your company.
 - If your company is audit exempt, your accountant must confirm that your company is audit exempt and that they act as accountant to your company.
 - If you are a sole trader/partnership, your accountant must confirm they act as your accountant.
-  In all cases the letter must confirm that, based on the information supplied, all pension contributions which have been deducted from employees' wages in respect of CWPS, have been paid in full to CWPS for the relevant year i.e. year ending 31st December 2017.

Any disclaimers on the auditor/accountant's letter will not be accepted by CWPS



Apply for a Letter of Compliance Online

If you are already a user of our CWPS Employer Online service, you can now apply for a LoC using this service. You can also submit your Evidence of Compliance in respect of the previous tax year to speed your application.

If you want to avail of our Online service please contact our CWPS team at:

Phone: 01 4071488

Email: Opssupport@cwps.ie

Website: www.cwps.ie/Employerlogin

 A full policy document is available on request or from our website www.cwps.ie

For more information  www.cwps.ie  CWPS Team on 01 407 1437 or  loc@cwps.ie