



# **CERTIFICATE OF COMPLIANCE – PENSIONS ENROLLMENT**

## **GUIDANCE NOTES FOR FORM DLP 2**

If you have any questions relating to the Certificate of Compliance – Pensions Enrollment Programme, please contact the Department of Labour and Pensions at 945-8960 or email us at [logsdlp@gov.ky](mailto:logsdlp@gov.ky).

### **GUIDANCE NOTES FOR THE EMPLOYER**

To obtain a Pensions Certificate of Compliance, please ensure that you have completed the following:

- A. Complete the Certificate of Compliance – Pensions Enrollment Form (DLP 2 / FORM A) in its entirety and present the completed form to your Pension Plan for review and signature. If you have more than one (1) pension plan, please complete a separate DLP 2 / FORM A for each pension plan.
  - B. Ensure that the Authorised Signatory(ies) of the Employer(s) represent(s) the Director(s), Shareholder(s) or Principal(s) of the Employer(s). **IMPORTANT NOTICE:** Under no circumstances should unauthorised persons sign the Certificate of Compliance – Pensions Enrollment Form (DLP 2 / FORM A).
  - C. Confirm that you have read, understood and signed the Employer Declaration in Section A.
  - D. Ensure that your Certificate of Compliance – Pensions Enrollment Form (DLP 2 / FORM A) has the signature and official date stamp of your approved Pension Plan(s) prior to submitting the same to the respective Government agency(ies).
  - E. If more than one (1) original copy of this form is required, please ensure that the Certificate of Compliance – Pensions Enrollment Form (DLP 2 / FORM A) is completed for each request as required.
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### **GUIDANCE NOTES FOR THE PENSION PLAN**

For every Employer completing a Certificate of Compliance - Pensions Enrollment Form, please review the following notes:

- A. Section A of the Certificate of Compliance – Pensions Enrollment Form (DLP 2 / FORM A) ("Form") must be completed in its entirety by the employer.
- B. Once satisfied, please sign and complete Section B of the Form.
- C. Retain a copy of the signed Form for your records.
- D. Provide the original Form to the Employer.
- E. For each request to obtain a Certificate of Compliance – Pensions Enrollment, please ensure that each request is processed within 3 – 5 days. Should there be delays in processing each request, please communicate directly with the respective Employer.