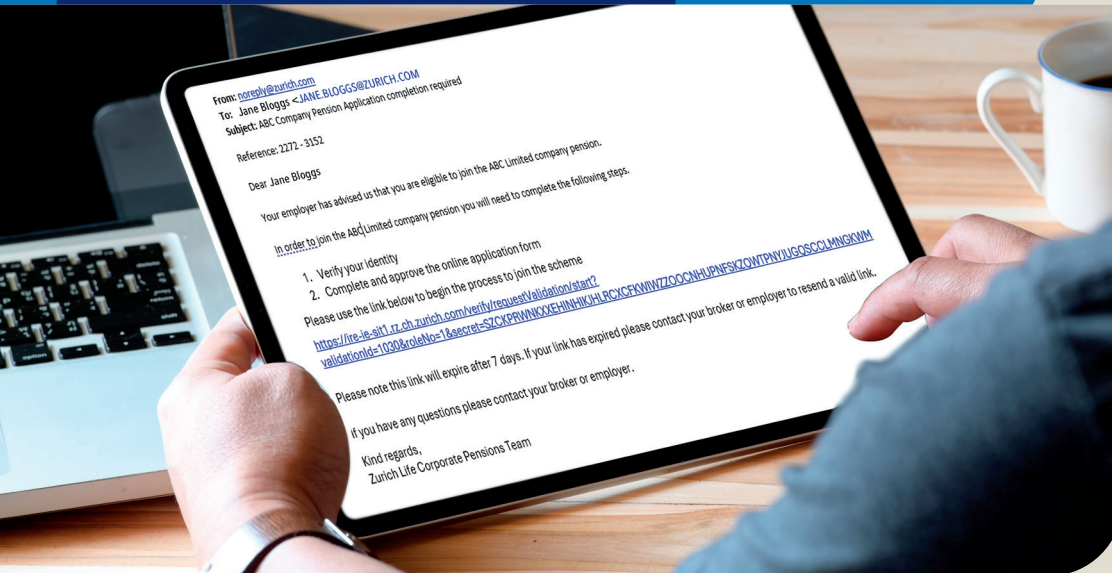


It's easy to join your company's pension scheme



A step-by-step guide



Step 1

Once your Employer/Scheme Advisor has input your details, you'll need to verify the details and 'digitally' sign the application.

You'll receive an email and you just click on the link to progress the application. Note that the email comes from **noreply@zurich.com**

Step 2

You will need to verify your identity by entering your phone number.

Next, click '**Send code to phone**'.

This will send a 6-digit code to your mobile via text message. Note: Once you receive the code, you will have ten minutes to input this into the designated field.

Step 3

The application can be completed by simply filling out the following pages:

Member Details: Requires personal information such as Address, PPSN, Start Date of Employment and Occupation.

Investment & Nomination Details: States the default investment choice that your contributions will be invested in. Also, gives you the option to submit nomination details.

Declarations: Requires consent to be given for data protection, additional permissions, and marketing practices.

Review: Allows you, the member, to quickly review the details you have submitted and confirm they are correct.

Zurich Life - Request Validation

Reference: **3152**
Employer: **ABC Limited**

Welcome Jane Bloggs

Please enter a valid mobile number

In order to protect your data please verify the mobile phone number you provided to your employer.

Before continuing, please ensure that you have access to the phone, as we will be sending you an SMS code in the next step.

[Enter a Valid Number](#)

- 1 Member Details
- 2 Investment & Nomination Details
- 3 Declarations
- 4 Review
- 5 Submit

Member Personal Details

You have qualified to join your employer's corporate pension plan. Please review and complete the information below in order to join your employer's pension.

Title

Required

First Name

Required

Surname

Required

Employee's Declaration continued

Part B

I understand that I have a duty to answer all questions asked by Zurich Life in this application honestly and with reasonable care and failure to comply with these requirements could result in the insurance contract being invalidated or contract benefits being reduced to the extent (if any) permitted by the scheme rules or by the Pensions Act 1990, as amended.

I declare that all questions and statements in this application are answered honestly and with reasonable care (including any statements written down at my dictation).

I acknowledge that in order to administer my benefits, it may be necessary for Zurich Life or the Trustee to seek information and benefit details from the administrator, trustees or other relevant insurance office of any scheme, arrangement or contract of which I am or have been a member, and I authorise the giving of such information and details.

I also consent to any deduction of contributions set out in this application form.

I confirm that the information contained in the application is accurate and complete. I confirm that I have read and fully understand all parts of the above declaration. I now wish to approve this application.

[Back](#)[Approve Application](#)

Step 4

Once you're happy the details in the form are correct, all you need to do is confirm the declaration statement and click **"Approve Application"**.

Application Approved

Thank you for approving your application.

Your application has been submitted to Zurich Life for processing.

Your reference number(s): 12345678

Please download a copy of the application for your records using the download PDF button.

Zurich will post your policy documentation once your policy has issued.



Download PDF

You may now close this window.

Step 5

You will then receive your new policy number and a PDF of your application form will be available to download. The application is automatically submitted to Zurich.

Once processed by Zurich you will receive your new membership pack in the post in due course.

That's it – you're now a member of your company's pension scheme.

For more information, please contact your employer or scheme advisor.

Zurich Life Assurance plc

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