



Introduction to Registered Administrators

The Social Welfare and Pensions Act 2008 ("the Act") was signed into law on 7 March 2008. The registered administrator provisions of the Act commenced on 1 November 2008.

With effect from 1 November 2008, the trustees of every scheme (including large trust RAC schemes) were required to appoint a registered administrator to provide various services to the scheme known as "core administration functions". The "core administration functions" are the preparation of annual reports and annual benefit statements for the trustees and the maintenance of sufficient and accurate records of members and their entitlements to discharge the above functions. Trustees can appoint themselves as registered administrators provided that they are satisfied as to their competence to undertake the core administration functions, and that they have the necessary systems and procedures in place to do so.

Failure by the trustees to appoint a registered administrator constitutes an offence. Existing service providers intending to continue providing the core administration functions after the registered administrator provisions of the Act commenced were required to register with the Board, as a registered administrator, prior to 1 November 2008. Where the trustees had been carrying out the core administration functions in-house and wished to continue doing so, they were also required to register with the Board as a registered administrator prior to 1 November 2008. New service providers coming on stream after 1 November 2008 are required to register with the Board before commencing business. Applicants for registration must provide details of the scheme(s) for which they are applying to be registered and certify that they are satisfied that they are competent to provide core administration functions to the scheme(s). Registered administrators must renew their registration annually with the Board not later than 30 days before the anniversary of their initial registration or most recent renewal, as the case may be. From September 2011, applications for renewal will be accepted online through the Board's Interactive Scheme Information System. A step-by-step guide to applying for renewal of registration through ISIS is available under [Related Documents](#). No fee is payable on registration or renewal.

It is an offence for a registered administrator to fail to carry out the "core administration functions" within the time limits specified in the legislation. Sanctions may include prosecution by the Board, subjecting the registered administrator to conditions on renewal of its registration or refusal to renew the registration. The sanction imposed by the Board will depend on the degree of non compliance and may also depend on the number of schemes in respect of which the offence has been committed by the registered administrator.