**DC Transition Project**

**Member engagement**

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| **Trigger** | **Planned date** | **Action by** | **Requested date of employer action** | **Employer action** |
| Scheme Manager letter to active members of the AVC & Partnership schemes to confirm contributions to be redirected to L&G. | Letter issued between  25-31 July | All employers with active scheme members with Prudential, Scottish Widows and Standard Life | 22 July | Email members to ask them to look out for the letter and to read it upon receipt.  Standard text will be provided in the next EPN. |
| Scheme Manager letter to active members of the Standalone Stakeholder Scheme to confirm how the Transition Project impacts them. | Letter issued between  25 – 31 July | All employers with active members and who facilitate payroll contributions to the scheme | 22 July | Email members to ask them to look out for the letter and to read it upon receipt.  Standard text will be provided in the next EPN. |
| Redirection of contributions in the September payroll | Payroll run between  1- 31 September | All employers with active scheme members with Prudential, Scottish Widows and Standard Life | Prior to the issue of payslips | Email members to remind them that their contributions are being redirected to L&G. Confirm that a membership certificate will be issued by L&G no later than 29 October.  Standard text will be provided in the next EPN. |