

CERTIFICATE OF EXISTENCE

Your pension is payable to you for your lifetime. To reduce the potential of fraud occurring or overpayments being made, we ask that you complete and return this certificate to confirm you are being correctly paid. This type of request is a very common practice by pension schemes in the UK.

Please complete 'Your Declaration' and only complete either Section1 – Witness signature or Section2 – Photographic evidence of this certificate.

Your Declaration

I confirm that I am entitled to and regularly receive pension payments from British Airways Pensions and the details provided by me are correct.

Name: Pension Ref No(s):

Date of Birth: UK National Insurance No:

Address Line1: Address Line4:

Address Line2: Address Line5:

Address Line3: Address Line6:

Home Email Address:

Telephone number (include dialling code):

Current marital Status: Date of Change.....

Partner's full name: Partner's date of birth:

Your signature: _____ **Date:** _____

Section 1 - Witness signature

By signing as a witness, you are confirming the above is alive. Please check photo identification before signing if you do not personally know the person asking you to sign this certificate.

Witness signature: _____ Date: _____

Witness address: _____ Company official stamp: **(Must be stamped)**

Section 2 - Photographic evidence

1) I enclose a photograph taken with a currently dated publication (✓ tick)

2) and a photo of my passport (photo page) (✓ tick)

Please arrange a video call if the photo appears unclear **Yes** (✓ tick) **No** (✓ tick)

(ensure you have provided us with an email address above)

For office use (updated Jan 2023 online form)

Topic Code	DATACHK	Document Type	COE Certificate of Existence
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INFORMATION SHEET

The Trustees of the British Airways Pension Scheme audit pensioners periodically to ensure that benefits are being correctly paid.

In addition, guidelines issued by the UK Pensions Regulator require that the data we hold for you is regularly checked and up-to-date.

Filling out the certificate:

Please complete 'Your declaration' part of the certificate. In addition, only complete either Section1 – Witness signature or Section2 – Photographic evidence.

Section1 – Witness signature*

The witness must not be a relative and must acknowledge they recognise you as the person named. You may wish to check to ensure that the witness will not charge for this simple acknowledgement. A suitable witness might be:

- ◆ a professionally qualified person, e.g. your doctor, a lawyer or teacher;
- ◆ a police officer;
- ◆ a bank or building society officer;
- ◆ a civil servant;
- ◆ a minister of religion, a magistrate, a local councillor or an MP.

The certificate must bear an official stamp connected to the business activity or occupation of the witness. If no official stamp is available, please proceed with Section2 – Photographic evidence of the certificate, as we cannot accept the certificate without an official stamp.

Section2 – Photographic evidence*

- ◆ This can be a photograph of you holding a currently dated newspaper or magazine. The date on the publication must be clearly visible
- ◆ Please also include a photograph of a valid, government-issued photo document such as a passport, driving license or ID card

Please note: If your identity is not clear from the photographs you have provided, or you find taking a picture difficult, we can arrange a video call with you to verify who you are to support your evidence.

*If you act on behalf of our pensioner and hold a 'Power of Attorney' (POA). Please complete and sign the certificate on their behalf and attach the certified copy of the signed POA for our records (unless you have previously provided it). The witness signature or photo evidence in support of the signed certificate is still required.

If you receive payments for more than one pension from us, you only need to complete one form. Please ensure you provide all your pension reference numbers on the certificate.

How to return the form

You can send the completed form together with your supporting evidence by email to post.inbound@bapensions.com **Warning** - this method is not a secure way of returning evidence as it could be intercepted. Please use it at your own risk.

Alternatively, you can send it by post to British Airways Pensions, PO Box 2074, 8 Castle Street, Liverpool, L69 2YL.

Contact us:

If you have any questions, please do not hesitate to contact us. Our details can be found on our website's 'Contact us' page.