

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 very common practice by pension schemes in the UK.

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: _____
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WITNESS SIGNATURE

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

Option 1

Witness signature: _____ Date: _____

Witness address: _____ Company Stamp:

Option 2

I enclose a photograph with a recently dated publication and my passport (✓ tick)

I am happy for you to arrange a video call if necessary Yes (✓ tick) No (✓ tick)

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

For office use (July 2022)

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 from time to time 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.

How to confirm your existence: There are two options to verify your existence. You only need to complete one of the two options.

Option 1

Complete and return the certificate, ensuring this is signed by a witness, who must not be a relative, to acknowledge that they recognise you as the person named. You may wish 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, then please proceed with option two.

Option 2

Complete and return the certificate together with:

- A photograph of yourself taken with a current newspaper/magazine. Please note the date of the publication must be clear.
- A photograph of your passport as proof of identity.

Please note that if your identity is not clear from the photographs you provided, or you find taking a picture difficult, we can arrange a video call to verify who you are. Please ensure you include your email address on the certificate.

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

How to return the form

You can send the completed certificate together with your supporting evidence by email to post.inbound@bapensions.com

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 by completing our 'Contact us' form on our website.