

# Employee Life Cover (ELC) from B&CE



## Changing your level of ELC

**Note: This form should not be used to add new employees**

This form is an editable pdf. Simply save your own copy and then complete the form.

Use this form to change the level of cover you're already providing for some, or all, of your employees. Please submit this form with your revised member schedule. We'll continue to use your existing Direct Debit details.

Log in to Online Services at <https://onlineservices.bandce.co.uk> to add new employees to your ELC account.

To amend the ELC category for any employees, please email [EAC.ELC@bandce.co.uk](mailto:EAC.ELC@bandce.co.uk) or call us on **01293 586 666**.

### Section 1: Revised ELC to be provided

Which month do you wish the revised cover to start:

(Please note this cannot be in arrears.)

Life cover level	Life cover provided*	Weekly cost Breakdown	Weekly cost per employee
x1 (Standard)	£40,000 in the event of death of an employee (£80,000 in the event of accidental death at work)	£1.26 (Life cover) 12p (Admin fee)	£1.38
x2 (Double)	£80,000 in the event of death of an employee (£160,000 in the event of accidental death at work)	£2.39 (Life cover) 12p (Admin fee)	£2.51
x3 (Triple)	£120,000 in the event of death of an employee (£240,000 in the event of accidental death at work)	£3.52 (Life cover) 12p (Admin fee)	£3.64

\*This may be lower in the case of ill-health or unemployment.

Life Cover	Multiples of Life Cover	Membership category criteria*
E	x1 (Standard)	(Please define your membership categories; e.g. 'all employees', or 'all managers', or 'all employees with over 1 years' service'.)
K	x2 (Double)	
L	x3 (Triple)	

\*Please see the ELC Technical Guide for Employers for further information.

#### Remember:

- At least 95% of all eligible employees that you employ in each of the groups described above must be covered in the relevant category.
- Where there is more than one category, each one must contain a minimum of five employees.

## Section 2: Your employees' details

Please send us a revised member schedule spreadsheet with the details of the new levels of ELC to be provided for your employees. An example template in the preferred format is available on our website at [www.bandce.co.uk/template-for-etc](http://www.bandce.co.uk/template-for-etc).

## Section 3: Agreement

**Please read carefully and tick the boxes accordingly to signify agreement:**

- By ticking this box, you are confirming that you have the necessary authority to make the changes outlined in this form to the contract held with B&CE on behalf of the company named below.

### Who has authority to enter into this contract?

Any person authorised to enter into contracts on behalf of the company specified below, either directly by means of an authority vested in them by the company's articles of association, partnership agreement or other constituting document (as appropriate), or by delegation under a power contained in that constituting document, or a person within that organisation who otherwise has authority to enter into contracts on behalf of the organisation. Please ensure you have the necessary authority to bind the company before proceeding.

- I understand and agree that the original contract entered into with B&CE will continue in full force and effect, save only for the changes to the cover provided as outlined in this form and the revised member schedule spreadsheet.

Full name	
Position	
Company name	
Account number	

Signature	Date
<input type="text"/>	<input type="text" value="DD / MM / YYYY"/>

## Sending the completed form to us

When you have completed this form, please email it to [EAC.ELC@bandce.co.uk](mailto:EAC.ELC@bandce.co.uk) along with the revised member schedule spreadsheet.

We'll be in touch once we've made the changes.

### Checklist

- Completed form
- Completed member schedule spreadsheet

For more information: [www.bandce.co.uk](http://www.bandce.co.uk)

Email: [EAC.ELC@bandce.co.uk](mailto:EAC.ELC@bandce.co.uk)

Telephone: **01293 586 666**

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