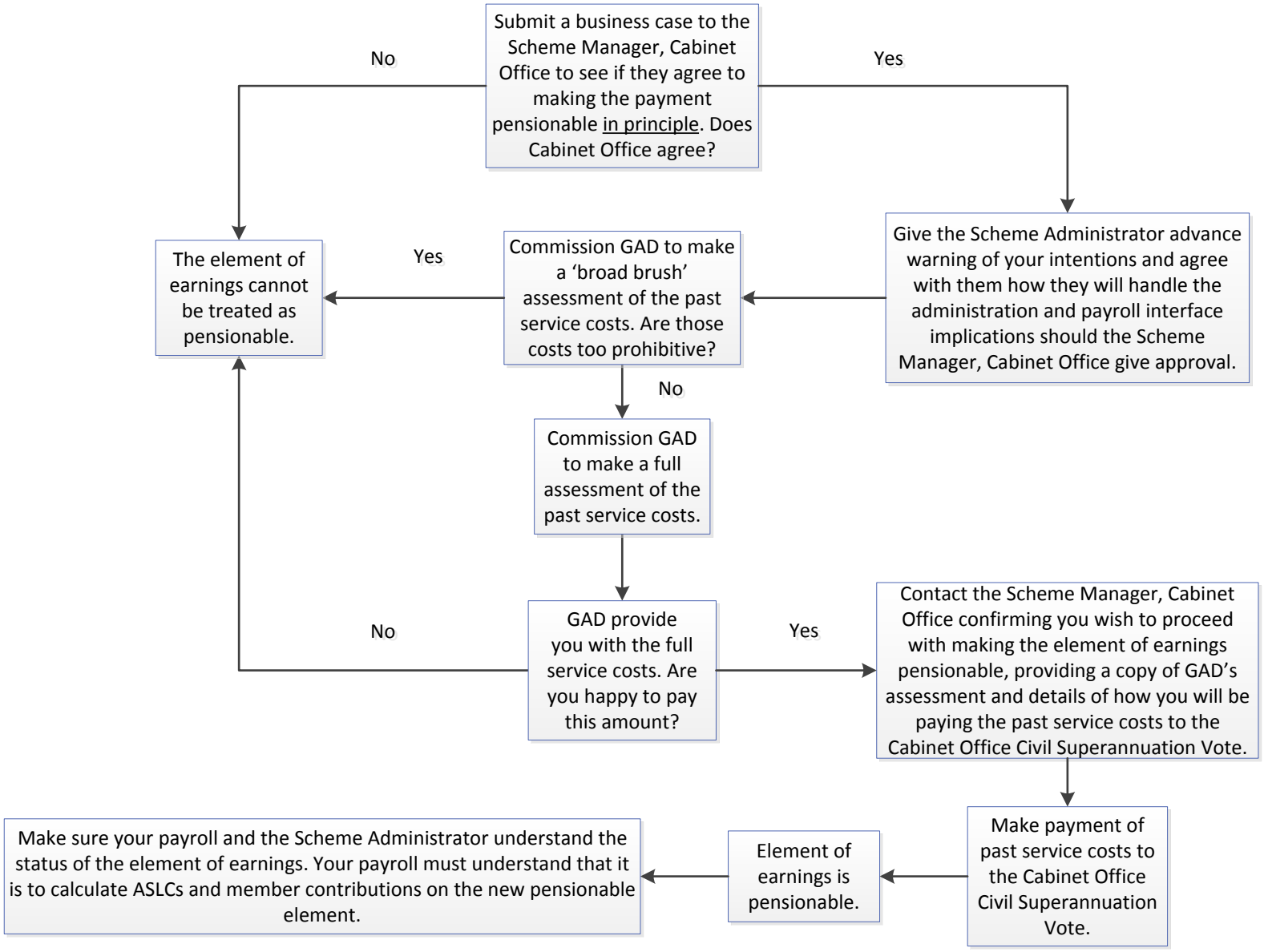
Annex 10C


Submit a business case to the Scheme Manager, Cabinet Office to see if they agree to making the payment pensionable in principle. Does Cabinet Office agree?
No
Yes
The element of earnings cannot be treated as pensionable.
Yes
Commission GAD to make a 'broad brush' assessment of the past service costs. Are those costs too prohibitive?
Give the Scheme Administrator advance warning of your intentions and agree with them how they will handle the administration and payroll interface implications should the Scheme Manager, Cabinet Office give approval.
No
Commission GAD to make a full assessment of the past service costs.
No
GAD provide you with the full service costs. Are you happy to pay this amount?
Yes
Contact the Scheme Manager, Cabinet Office confirming you wish to proceed with making the element of earnings pensionable, providing a copy of GAD's assessment and details of how you will be paying the past service costs to the Cabinet Office Civil Superannuation Vote.
Make payment of past service costs to the Cabinet Office Civil Superannuation Vote.
Element of earnings is pensionable.
Make sure your payroll and the Scheme Administrator understand the status of the element of earnings. Your payroll must understand that it is to calculate ASLCs and member contributions on the new pensionable element.