Civil Service Pensions

This is an ONLINE ONLY form.

Annex 6D - Exit scheme requirement document

Part A: Client's details

Name	
Position	
Contact name	
Contact phone number	
Scheme Manager (Cabinet Office) unique reference number	

Volumes and scheme terms (if more than one scheme please provide details for each)

Number of quotes	
Number of compensation payments	
Scheme terms	

Clients proposed time line

Scheme launch date	
Deadline for applications from staff	
Clients pre-sift of applications (this is the decision time for allowing applications)	
Send list of staff who require a quote to the Scheme Administrator	
Client requires the Scheme Administrator to send quotes to client for distribution with CSCS1 forms	
Client's deadline date for return of expressions of interest and CSCS1 forms	
Release Panel consider applications	
Client sends lists of members who have confirmed acceptance of compensation offer to the Scheme Administrator – together with the Compensation Declaration Form (CDF) as completed by the employee (pension / added pension)	
Last day of service	

Additional Information

Part B: Decision from the Scheme Administrator

Work can be completed within clients proposed timeline	Yes ☐	No ☐
Work can be completed within the revised timeline detailed below	Yes ☐	No ☐
Scheme Launch date		
Deadline for applications from members		
Clients pre-sift of applications		
Send list of members who require a quote to the Scheme Administrator		
Release Panel consider applications		
Send a list of members who have signed authority for an exit award to the Scheme Administrator		
Last day of service		

Part 3: Delivery decision required by the Scheme Administrator leadership team - options

Capacity	
Cost	

Part 4: Agreed by

Client (name and date)	
The Scheme Administrator (name and date)	
Scheme Commissioner (name and date)	