



# Commissioning work from the Government Actuary's Department on Bulk Transfers

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Employers taking forward a bulk transfer for staff moving from or to the Civil Service should complete the details set out below and e-mail the form to GAD at: [PCSPS.stafftransfers@gad.gsi.gov.uk](mailto:PCSPS.stafftransfers@gad.gsi.gov.uk)

When GAD receive the necessary information, they will assign a unique reference number to the task and a member of their team to work on the exercise. They will advise the employer of this by e-mail and also advise on the potential cost of the exercise. GAD will discuss additional data requirements (including membership information) with the employer contact as work on the bulk transfer progresses.

## Required information

Name/address of employer

**Name**

**Address**

**Postcode**

## Details of contact at employer

**Name****Telephone number****Email address**

## Details of employer's MyCSP (pension service centre) contact

**Name****Telephone number****Email address**

## Brief details of the bulk transfer

**Incoming or outgoing?****Where to/from?****Title of bulk transfer****Approximate number of  
employees involved**

## Timescales

**Date of (anticipated) contract award****Target date for completion of  
pensions negotiations****Expected date of transfer  
of employees**

## Contact details of other party

**Name of employer contact****Telephone/fax/email of above  
(if known)****Name of other party's actuary  
(if known)****Telephone/fax/email of above  
(if known)****Any other relevant information**