# Annex 6D

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| **Exit Scheme Requirement Document** |
| **Part A: Client's Details** |  |
| Name -  |   |
| Position -  |   |
| Contact Name -  |   |
| Contact Phone Number -  |   |
| Cabinet Office Unique Reference Number  |   |
| **Volumes** |  |
| Number of Quotes -  |   |
| Number of Compensation payments -  |   |
| **Scheme Terms** - If more than 1 one scheme / terms supply volumes for each  |  |
|   |   |
| **Clients Proposed Time Line** | **Date** |
| Scheme Launch date -  |   |
| Deadline for applications from staff  |   |
| Clients pre-sift of applications - this is the decision time for allowing application |   |
| Send list of staff who require a quote to MyCSP  |   |
| Date Client requires MyCSP 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 MyCSP -With CSCS2 forms and option forms as completed by the employee (pension / added pension)  |   |
| Last day of service.  |   |
|  |  |
| Additional Information |   |
|   |   |
| **Part B: Decision from MyCSP** |  |
| **Work can be completed within clients proposed timeline** | **Yes or No** |
| **Work can be completed within the revised timeline detailed below** |   |
| Scheme Launch date |   |
| Deadline for applications from members |   |
| Clients pre-sift of applications |   |
| Send list of members who require a quote to MyCSP |   |
| Release Panel consider applications |   |
| Send lists of members who have signed authority for an exit awards to MyCSP |   |
| Last day of service |   |
|   |   |
| **Part 3: Delivery Decision required by MyCSP Leadership Team** -options |
| Capacity:  |   |
| Cost: |   |
|   |   |
| **Part 4: Agreed by** - name and date |  |
| Client -  |   |
| MyCSP -  |   |
| Service Delivery Manager -  |   |