Employer pension guide

# Annex 12A

Please complete the form below if you are undertaking a bulk transfer for staff either moving from or to an employer who participates in the CSP arrangements and e-mail it to GAD at stafftransfers@gad.gov.uk.

(Please copy in MyCSP to email address bulktransfers@mycsp.co.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 you of this by e-mail and advise on the potential cost of the exercise.

GAD will discuss additional data requirements (including membership information) with you as work on the bulk transfer progresses.

Information Required:

|  |  |
| --- | --- |
| Name/address of employer  |   |
| Name  |   |
| Address  |   |
|   |   |
|   |   |
|   |   |
| Details of contact at employer  |   |
| Name  |   |
| Telephone number  |   |
| Fax number  |   |
| Email address  |   |
|   |   |
| Details of recipient for GAD invoices  |   |
| Name  |   |
| Address  |   |
|   |   |
|   |   |
|   |   |
| Reference number (if any)  |   |
|   |   |
| Details of employer’s MyCSP contact  |   |
| Name  |   |
| Telephone number  |   |
| Fax 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  |   |

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|  |  |
| --- | --- |
|   |   |
| 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  |   |

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