





**Notes/Action for Employers**

- (i) Complete un-shaded boxes and forward to APAC. You must remember to include any member that retired during the financial year. Remember to state if the member is in the Supplementary scheme.
- (ii) **Ensure you complete Columns 1- 4 on both sheets. Failure to complete this Annex correctly may result in a delay in completing your calculations**
- (iii) **Start date** is 31 March of the start year for the resource accounts (31 March 2007 for the 2007-08 resource account), or, if **later**, the date the individual was appointed to a post in the department to which the disclosure arrangements apply.
- (iv) **End date** is 31 March of the end year for the resource account (31 March 2008 for the 2007-08 resource account), or if **earlier**, the date the individual left a post in the department to which the disclosure arrangements applied.
- (v) Where a compensation payment has been awarded **THE MEMBER MUST BE INFORMED BEFORE DETAILS CAN BE PUBLISHED.**

**Action for APACs**

- (i) Complete all the shaded boxes (one line per person). Disclose monetary amounts to the nearest whole £. except where indicated otherwise.
- (ii) The disclosure calculator must be used for all calculations
- (iii) If a member is in the Supplementary scheme then ask the Cabinet Office for a separate CETV that must be combined with the main scheme benefits.
- (iv) For **premium** and **nuvos** scheme members, the pension disclosed should be gross pension before commutation. No figure should be provided for lump sum.
- (v) Where someone joins in-year, use market yield factors appropriate to the day before joining when calculating CETV at Start Date. (The calculator will do this automatically)
- (vi) Where there has been a compensation payment awarded full details of payment must be included. This must therefore include not only the initial award but any ongoing or future payments that will be awarded to the member. If an ACP changes in value or stops at pension age please include this information in the notes.
- (vii) Return this form after completion to the Employer (see above contact details)

**Departmental Resource Accounts: Disclosure of Salary, Pension and  
Compensation Information (Civil Service): Employer Request form for Pension and Compensation Information**

**Annex 13A**