# 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 (MyCSP)  |   |
| 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 or No** |
| Work can be completed within the revised timeline detailed below | **Yes or 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) |   |