# Annex 6D

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| **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) |  |