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 [PCSPS.stafftransfers@gad.gsi.gov.uk](mailto:PCSPS.stafftransfers@gad.gsi.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 also 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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