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| --- | --- | --- | --- | --- |
| **Member Details** | | | | |
| **Member Name** |  | **Date of Birth** |  | |
| **NI Number** |  | **Staff Number** |  | |
| **Current Employer** |  | | | |
| **Previous Employer(s) and service dates** |  | | | |
|  | | | | | |
| **MyCSP Details** | | | | | |
| **Case Type** |  | **Work ID** | |  | |
| **Date of Request** |  | **Requested by** | |  | |
| **Contact Email Address** | [ContactCentre@MyCSP.co.uk](mailto:ContactCentre@MyCSP.co.uk) | **Contact number** | |  | |

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| --- | --- | --- | --- |
| **Data Request** | | | |
|  | | | |
| **Completed By** |  | **Date of Response** |  |
| If you are unable to locate the information requested above, please refer to [EPN551](https://www.civilservicepensionscheme.org.uk/employers/employer-pension-notices/epn551-missing-pension-data-employer-responsibilities-guidance/). | | | |