**Civil Service Compensation Scheme - Application For Scheme Approval – Bulk Exits**

This form is in 2 parts. Part 1 will be sent to MyCSP. This form should be used for the following**;**

* **Applying for a bulk scheme; and;**
* **Where packages within the bulk are less than £95,000 (any packages over £95k within a bulk approval will require additional single approval)**
* **In submitting this form you are confirming that you have read and understood the associated guidance and terms of the Civil Service Compensation scheme (Annex 6F of the Employers Pension Guide) and guidance to complete the form.**

**Once completed, return to redundancyschemes@cabinetoffice.gov.uk**

**Employing Organisation**

**Part 1 – Type of departure & tariff**

**Type of departure (please tick all boxes that apply)**

Voluntary Exit (VE)

**Flexibilities:**

What tariff will be applied?

**Please note: For VE cases, there is flexibility on the level of tariff - you can offer the standard tariff or lower provided this is no less than statutory redundancy amount.**

Will discretion to vary qualifying service be used? (Does not apply in CR)

Will the lower paid underpin apply? (Must apply in VR and CR)

Will the early access to pension provision apply (‘employer top up’)

Notes (To include any non standard tariff, inclusion of any Other service, etc)

Total number of exits projected under the scheme (Input numbers):

VE

VE

Total number of quotes expected under the scheme (input numbers):

VE

Intended date(s) of exit (input dates):

**Please note: Employers must not make formal offers to employees nor confirm their last day of service without the relevant Scheme Identifier.**

Signed for on behalf of the employer: ..............................................................

Name:…………………………………………………………Date:**........................**

E-mail: ……………………………………………………….Position:………………………

**Cabinet Office Use only:**

Scheme Identifier:

Signed:…………………………………………..

Name: ……………………………………….. Date:…………………………………..

**Civil Service Compensation Scheme - Application For Scheme Approval**

**Part 2**

**Please note:**

* **This information is for Cabinet Office only and will not be fowarded.**

**Projected numbers of exits and estimated costs**

|  |  |
| --- | --- |
| Projected total number of exits (input numbers): | VE  |
| Projected number of exits expected to be over £95,000:(input input numbers) | VE  |
| Total estimated exit costs: (£) | VE  |
| Payback period in months (average for bulk schemes): (months) | VE  |
| Projected exit date: (Insert Dates) | VE  |
| Have there been previous exit offers to this group? | Y/N (delete as appropriate) |
| Does the Scheme include a Permanent Secretary | Y/N (delete as appropriate) |

**Please confirm that you have received authorisation from the Cabinet Secretary for Finance and Constitution for this exit**

 YES/NO

Send the completed form to **redundancyschemes@cabinetoffice.gov.uk**