**Annex 10D**

**Form for making a submission to the Scheme Manager, Cabinet Office about introducing a new pensionable allowance/non-consolidated payment.**

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| Provide a description of the category of employees who will be receiving the allowance |
|  |
| What is the monetary amount of the allowance (or range of amount, if the level is variable) |
|  |
| What is the frequency of its payment (e.g. monthly, yearly, etc.) |
|  |
| State whether the payment is permanent, or does the employee need to re-qualify for it each year |
|  |
| State the date from which the pensionable payment is proposed to be introduced from |
|  |
| Confirm that everyone who is paid the allowance/non-consolidated payment will receive it on a pensionable basis |
|  |
| Confirm that employees will have no power to manipulate when they will receive the allowance/non-consolidated payment |
|  |
| We acknowledge that the Scheme Manager, Cabinet Office cannot agree to the allowance/non-consolidated payment being made pensionable until any past service costs identified by the scheme actuary have been paid by the employer to the Cabinet Office Civil Superannuation Vote. |
| Name: Telephone No: |
| Email: |
| Name of employer: Date: / / |

Email the completed form to the Scheme Manager, Cabinet Office at the following address: cspsemployersenquiries@cabinetoffice.gov.uk