



Pensions in staff transfers within the public sector

How to commission GAD to work with you

If you would like GAD to assist you, then we will require:

1. A letter on headed note paper of the Contracting Authority, and signed on behalf of the Contracting Authority, commissioning GAD to advise you. A commissioning letter template will be sent to you by GAD as a guide to what is required.
2. A Purchase Order number, if it is required to be shown on GAD's invoices.
3. A Civil Service Pensions' information form. This can be located by following the link below, and selecting the 'Commissioning work from GAD on Bulk Transfers' link.

<http://www.civilservice.gov.uk/pensions/guidance-for-employers/forms>

Once we have received these instructions and information, your case will be allocated to a GAD Actuary who will advise on the acceptance of these instructions and provide you with details of GAD's Terms of Business for carrying out the work. Once you have confirmed these Terms are satisfactory, the actuary will start work on the exercise.

Staff Transfers
Government Actuary's Department
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