FUTURE SERVICE DELIVERY CONTRACT

SCHEDULE 2.1

ANNEX A - PAYROLL, CONTROL AND ACCOUNTING

APPENDIX 1 - PROTECTED POPULATION PAY JOB INSTRUCTIONS

1 All Pay Statements (as defined in JSP 754) for SF and Protected Population personnel shall be:

(a) printed in hard copy and immediately removed from the print room; and

(b) sent out to the relevant SF and/or Protected Population personnel as soon as possible in accordance with the procedure set out in this Appendix, unless otherwise requested by the Authority.

2 A pay job for each SF and/or Protected Population personnel shall contain the following ("**Pay Job Contents**"):

(a) a listing of dispatch units and serial numbers (which are used to send the Pay Statements to the correct Unit or individual SP, the list is securely retained for 12 months and then destroyed);

(b) 2 sets of labels;

(c) Pay Statement(s); and

(d) cheque(s) (as applicable).

3 The Contractor shall prepare the Pay Job Contents for despatch to the relevant SF and/or Protection Population personnel as follows:

(a) seal the Pay Statement(s) and any other associated statements;

(b) complete a 'MOD Form 24' (a "**Receipt Form**"), recording the number of Pay Statements being sent to each Unit;

(c) log the details of the Receipt Form in the “Classified Document Register”;

(d) place the Pay Job Contents within a single envelope to each relevant SF and/or Protection Population personnel, except:

(i) for any Pay Statements and/or cheques being sent to the same Unit, where a single envelope shall be used for that Unit; and

(ii) for any Pay Statements and/or cheques being sent to 'Stirling Lines', where a single envelope shall be used for each separate UINs;

(e) stamp and place address label on the “inner” envelope and the "outer" envelope. For any Pay Statements and/or cheques being sent to Cormorant House (N6169), the Contractor shall use the address provided by the Authority;

(f) stamp the flap of the “inner” envelope and the "outer" with the “Return to” output stamp;

(g) place the Receipt Form inside the “inner” envelope with the Pay Statements;

(h) seal all the seams of the "inner" envelope with tape;

(i) place the sealed “inner” envelope in the “outer” envelope; and

(j) seal all seams of the "outer" envelope with tape.

4 The Contractor shall despatch to each SF and/or Protection Population personnel as follows:

(a) take the sealed envelope(s) to Post Room with the “Classified Document Register”;

(b) obtain a signature from the appropriate Post Room personnel against each envelope listed in the “Classified Document Register”; and

(c) review the relevant Unit Identification Numbers (UIN) (provided by the Authority from time to time):

(i) if the UIN has been highlighted or the envelope contains a cheque, despatch the Pay Statements to a private address via next day delivery (being either Royal Mail Special Delivery, Parcel Force Express24, or Defence Mail Service); and

(ii) if the UIN has not been highlighted and the envelope does not contain a cheque, despatch the Pay Statements to a private address via at least Royal Mail First Class; and

(iii) if the Pay Statements is to be despatched to a Unit address it is to be sent via the BFPO, Northolt.

5 Upon receipt of a completed Receipt Forms, the Contractor shall:

(a) cross-out (with a red line), date, and initial the relevant entry in the “Classified Document Register”;

(b) file the returned Receipt Form in the Contractor's 'Protected Populations Folder', which is to be made available to the Authority on request; and

(c) retain each Receipt Form in the Protected Populations folder for 6 years after which the Receipt Form shall be securely destroyed in accordance with the 'DBS Retention and Disposal Schedule'.