







































## ANNEX A

### Example of key tasks required to wind up a defined benefit scheme with a solvent employer

TASK	ONGOING SCHEMES	INITIAL ACTIONS	MID STAGES	MAIN PHASE	LATER STAGES	FINALISING WIND UP
<b>Trust deed &amp; rules</b>						
Review						
<b>Investment policy</b>						
Review						
<b>Funding</b>						
Take initial view of funding position						
<b>Administration</b>						
Ensure contracts robust						
Review roles and responsibilities						
<b>Planning</b>						
Prepare project plan						
Monitor action points						
Communicate with members						
<b>Data Cleansing</b>						
Regular data cleansing						
Final data cleanse						
<b>Member tracing</b>						
Regular exercises						
Final member tracing exercise						
<b>GMP reconciliation</b>						
COCIS/AGCLS checks						
Surrender contracting out certificate						
Reconcile with NISPI						
<b>GMP equalisation</b>						
Identify whether to equalise						
Determine method						
Carry out equalisation						
<b>Benefits</b>						
Determine benefits						
Calculate cost and valuation						
<b>Assets /liabilities</b>						
Identify assets						
Discharge liabilities						