

SCHEDULE 2

Regulation 6, 7, 11(4) and (5)

INFORMATION AND DOCUMENTATION TO BE
PROVIDED BY AN EMPLOYER ON MAKING A CLAIM

1. On making a claim under regulation 6 an employer shall provide to an adjudication officer the following information or documents–

- (a) his full name;
- (b) his contact details, including his business address, telephone number, any fax number and any e-mail address;
- (c) the full name, date of birth, National Insurance number, staff, works or clock number of the reservist in connection with whom the claim is made;
- (d) documentary evidence of the reservist's relevant earnings;
- (e) documentary evidence of any replacement costs incurred;
- (f) documentary evidence of any agency fees or advertising costs incurred in replacing the reservist.