

SCHEDULE 3

Regulation 29(a)

Basic information to be notified to the scheme administrator

1. Information to be notified in relation to a responsible undertaking—
 - (a) name,
 - (b) email address and telephone number,
 - (c) registered office (where applicable),
 - (d) principal place of activity, where the responsible undertaking has no registered office,
 - (e) company registration number (where applicable),
 - (f) trading or other name by which the responsible undertaking is commonly known (where applicable),
 - (g) name, postal address, email address and telephone number of at least two individuals who will act as contacts for the responsible undertaking, one of whom is the responsible officer,
 - (h) where the responsible undertaking has a parent undertaking to which these Regulations do not extend (the “global parent”), the name of the global parent, and the trading or other name of the group of undertakings of which the global parent is the parent,
 - (i) name of the relevant trust (where applicable).
2. Information to be notified where the responsible undertaking is, or was on the qualification date, one of two or more undertakings complying with the Scheme as one participant—
 - (a) the number of undertakings comprising the participant,
 - (b) where paragraph 1 of Schedule 2 applies, the fact that an agreement under paragraph 2 of Schedule 2 has been made, and the names of the relevant highest parents,
 - (c) where paragraph 3, 4, or 7 of Schedule 2 applies, the information in paragraph 1(a) in relation to any undertaking that has ceased to be, part of the participant since the qualification date.
3. Information to be notified in relation to the responsible officer—
 - (a) name,
 - (b) full title or position in the undertaking,
 - (c) contact details,
 - (d) date on which the responsible officer considered the recommendations of the scheme assessment.
4. Information to be notified in relation to the lead assessor—
 - (a) name,
 - (b) relevant approved register.
5. Information to be notified in relation to the assessment—
 - (a) whether, and if so to what extent, the participant has relied on Part 6 in complying with the Scheme,
 - (b) the notification required by regulations 23(7)(b)(i), 26(8)(a), and 27(6)(a).