

Please complete form in CAPITAL LETTERS

MP's Name

Constituency

Employee Details:

Title

First Name

Last Name

Contractual Status

Original fixed-term start
date

Original fixed-term end
date

New reviewed fixed-term
end date

Agreement to the above changes

I agree with the above extension to my contract and agree to satisfy my contractual obligation as previous

Employee's Signature: _____

Date: _____

I authorise IPSA to extend the contract and employment of the above mentioned employee from the date shown

MP's Signature: _____

Date: _____

Please send your completed form to IPSA, 7th Floor, Portland House, Bressenden Place, London SW1E 5BH or place in the drop box in the Members Centre in Portcullis House.

If you have any questions about completing this form, please call 020 7811 6400.

Data Protection

IPSA will process the personal information you provide and the personal information it obtains, for the purposes of exercising its statutory functions and as set out in the IPSA Freedom of Information and Data Protection Policy. IPSA may disclose information to third parties where it is required or permitted to do so by law. IPSA is a public authority under the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA. Under the Data Protection Act 1998, you have the right to request a copy of the personal information which IPSA holds on you. To make a request, please contact IPSA's Data Protection Officer. IPSA may charge the statutory fee for access. For further information about how IPSA processes your personal information, please contact IPSA's Data Protection Officer at IPSA, 7th Floor, Portland House, Bressenden Place, London. SW1E 5BH.

For Payroll Use only:

Where contract has been extended past an initial 3 month employment, check that pension entitlement has been applied appropriately.

Checked: _____

Signed: _____