1. Specific Queries should be submitted on this form (expand table cells to accommodate text). The completed form should be submitted to pensions@etbi.ie at least 5 working days before the next scheduled Pensions Task Group Meeting. ETBs must ensure that information submitted to ETBI is essential in order for the PTG to give a considered response and such information must be compliant with the principles of data protection.
2. From January 2015 the full text of Specific Queries submitted to ETBI will be issued to the Task Group for consideration. Queries will be assigned a reference number (year/month/query number) and will not name the ETB. The minutes will reflect the assigned reference number and will contain only the core relevant information.
3. It is anticipated that from end-June a composite report of Specific Queries and Responses (from January 2015 onwards) will be made available on ETBI’s website. This will be updated after each meeting.

|  |  |
| --- | --- |
| **ETB Name:** |  |
| **Name of Pensions Officer submitting query:** |  |
| **E-mail:** |  |
| **Please confirm that “**[**THE ETB CLARIFICATIONS DOCUMENT**](http://www.etbi.ie/wp-content/uploads/2015/02/ETB-Clarifications-A-Z3.pdf)**” and previous minutes have been consulted in order to ensure that the query has not been previously addressed by the PTG:** |  |

|  |  |
| --- | --- |
| **ETBI use only****(Reference No):** | **Details:** |
|  | **Scheme (eg Single Scheme):** |  |
| **Facts of the Case:** |  |
| **Relevant rules of the Scheme:** |  |
| **Question(s):** |  |