



## MNOFP employer information form

The "Company" relates to:

1. Please complete this employer information form as per the date quoted on your employer letter.
2. In the event that the template is not satisfactorily completed by the above deadline the MNOFP will consider requesting full payment of the 2009 deficit amount due.
3. If you require any help or advice when completing this form please email [employer.enquiries@mnohf.co.uk](mailto:employer.enquiries@mnohf.co.uk)
4. Please complete this form in BLOCK CAPITALS and black ink if completing by hand.

The financial and other information included within this template has been provided to the MNOFP by the Company/Group. The MNOFP assumes that this information and management's representations are complete, accurate and reliable; the MNOFP will not independently audit, verify or confirm the accuracy, completeness or reliability of information contained in this form.

On completion of this form, the Company confirms that this document does not contain any material error of fact, there has been no material omission and the forecast numbers included fairly set out management's expectations for the future prospects of the Company/Group.

### Credit risk review fees

As outlined in your employer letter the following charges will apply in relation to the credit risk review:

<u>2009 Deficit contributions</u>	<u>Type of Review</u>	<u>Fees*</u>
Up to £100k	Review of employer information form only	£2,500
£100k – £250k	Review of employer information form and other information	£5,000
£250k - £500k	Review of employer information form and other information	£7,500
£500k - £1m	Detailed review	£15,000
£1m - £10m	Detailed review plus discussions with management	£30,000
Over £10m	In depth review plus discussions with management.	£55,000

\*Please note that the above fees will also be plus VAT.

Where there is more than one participating employer in a corporate group applying for credit, the full fee will be required for the participating employer with the largest 2009 Deficit Contributions and 50% of the fee will be required for the remaining participating employers.

The fee can be paid:

- (i) By cheque, enclosed with the Option Form
- (ii) By BACS (See Option Form for details)

Following completion of the financial assessment if a credit support arrangement needs to be put in place, further fees will be payable by the employer to cover the cost of legal documentation and any further covenant assessments of proposed guarantors.



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## **MNOFF employer information form**

### **Confidentiality**

The MNOFF will keep the information provided in this template confidential, will not disclose it to any third party except as expressly defined below and will not use it for any purpose other than to monitor the credit risk in relation to the Company's MNOFF liabilities.

The MNOFF agrees to keep the confidential information provided in this template strictly private and confidential and not to disclose it to any person except:

- i. those of the MNOFF's members, directors and employees who need to know for the purpose of their duties;
  - ii. the MNOFF's auditors, regulators having jurisdiction and any other persons or bodies having a legal duty to have access to or knowledge of the information provided in this template;
  - iii. the MNOFF's legal, covenant, actuaries or other advisors (e.g. Baker & McKenzie, PricewaterhouseCoopers, Towers Watson etc.)
  - iv. the MNOFF's insurers;
  - v. other third parties having received written consent from the Company in each case
  - vi. on the order of a court of competent jurisdiction or in response to a statutory obligation. The MNOFF will use all reasonable endeavours to inform the other party in writing before making any disclosure under such order or obligation.
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### Summary employer information

Name of the participating employer	<input type="text"/>
Company registration number <sup>1</sup>	<input type="text"/>
Participating employer number <sup>2</sup>	<input type="text"/>
Address <sup>3</sup>	<input type="text"/>
Industry description <sup>4</sup>	<input type="text"/>
Date of last filed accounts <sup>5</sup>	<input type="text"/>
Management accounts period <sup>6</sup>	<input type="text"/>
Are the accounts consolidated? <sup>7</sup>	<input type="text"/>
Financial information currency (GBP, USD, Euro etc.)	<input type="text"/>
Denomination of financial information (thousands, millions, billions etc)	<input type="text"/>

### Key contact details<sup>8</sup>

Name	<input type="text"/>
Position	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>
Name	<input type="text"/>
Position	<input type="text"/>
Phone number	<input type="text"/>
Email address	<input type="text"/>
Progress of template <sup>9</sup>	<input type="text"/>
List of attachments included <sup>10</sup>	<input type="text"/>
Participating employer's country of incorporation <sup>11</sup>	<input type="text"/>



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## Summary employer information

### *Guidance notes*

1 As per Companies House in the UK or the equivalent non-UK body

2 To be completed by the MNOFP

3 Company registered address as per Companies House in the UK or the equivalent non-UK body

4 Nature of business as per Companies House in the UK or the equivalent non-UK body - please include SIC code and description (e.g. SIC03: 6110 - Sea and coastal water transport)

5 The end date stated on the latest accounts filed at Companies House in the UK or the equivalent non-UK body (e.g. 31 December 2009)

6 Please provide the number of months covered and the date on which the management accounts end (e.g. 6m to 30 June 2010)

7 Do the Participating Employer's accounts include the results of subsidiaries in its profit and loss account or the assets and liabilities of its subsidiaries in its balance sheet? If yes, these are consolidated accounts, alternatively, if assets are shown on an investments line, accounts are unconsolidated

8 Please provide contact details for the person completing the template and one other relevant contact from the finance team

9 To be completed by the MNOFP

10 Please list the attachments included in support of your application to pay by instalments

11 As per Companies House in the UK or the equivalent non-UK body

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Conclusions - to be completed by the MNOFP

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### 1. Group structure

1. Please attach a Group structure chart showing participating employers.

2. Is the participating employer a<sup>12</sup>:

- a. Operating company
- b. Holding company
- c. Ultimate parent company of the Group
- d. Financing entity
- e. Dormant entity
- f. Asset holding entity
- g. Other


3. Please provide details of any security arrangements that the participating employer is subject to<sup>13</sup>

4. Please provide details of any guarantees that the participating employer has provided<sup>14</sup>

#### Guidance notes

12 As per the latest filed statutory accounts or management information. Please delete as appropriate.

13 Financial security arrangements are usually put in place to support a debt. In the event that the Participating Employer defaults on the debt the security will be invoked. For example, external debt may be secured on properties or other assets held by the Participating Employer by way of fixed or floating charges.

14 Please include all external and intercompany guarantees provided by the Participating Employer to creditors for its own liabilities and/or other group company liabilities.



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## 1. Group structure

5. Please list out below the key operating entities within the Group<sup>15</sup>

1,	
2,	
3,	
4,	
5,	

6. Please list out below the key debt holding entities within the Group<sup>16</sup>

1,	
2,	
3,	
4,	
5,	

7. Please list the other MNOFP participating employers within the same corporate group<sup>17</sup>

1,	
2,	
3,	
4,	
5,	
6,	
7,	

### Guidance notes

15 As a guide, a key operating entity is a company that carries out the trade of the group and is likely to generate c. 10% or more of group turnover and/or c. 10% or more group operating profit

16 For each entity please include the amount of debt, type of debt (e.g. Senior debt, Mezzanine debt, shareholder debt, overdraft, revolving credit facility etc.) and the lenders (e.g. HSBC, Barclays etc).

17 Companies within the same corporate group will include any subsidiaries with a common ultimate parent company (i.e. the top company in the structure) and includes the ultimate parent company itself.



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**2. Scheme specifics - to be completed by the MNOFF**

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**3. Willingness to support - to be completed by the MNOFP**

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**4. Balance sheet**<sup>18</sup> (last 2 years statutory accounts and latest management accounts)

enter assets as +ve, liabilities as -ve

FY08

FY09

YTD

Details of items included in "other" balances

Notes		FY08	FY09	YTD	Details of items included in "other" balances
	Intangible fixed assets				
1	Tangible fixed assets				
	Investments				
	Other fixed assets				
	<b>Total fixed assets</b>	-	-	-	
	Stocks				
	Trade debtors				
2	Intercompany debtors				
	Other debtors and prepayments				
	Other current assets				
	Trade creditors				
	VAT and PAYE				
2	Intercompany creditors				
3	Other creditors and accruals				
3	Other current liabilities				
	<b>Net working capital</b>	-	-	-	
	Cash and bank balances in hand				
4	Overdraft				
4	Term loan				
4	Finance leases				
	Other debt-like items				
	<b>Net debt</b>	-	-	-	
	Deferred taxation				
	Provisions				
	MNOFP Pension deficit				
5	Other pension scheme deficits				
	<b>Shareholders' funds</b>	-	-	-	



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#### 4. Balance sheet<sup>18</sup> (last 2 years statutory accounts and latest management accounts)

##### *Guidance notes*

18 Please use the latest filed statutory accounts (prepared in accordance with the relevant accounting standards) and year to date management accounts to complete the above cells.

Please use FY08 and FY09 filed statutory accounts where available.

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts.

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please enter all asset balances as a positive number and all liability balances as a negative number.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the balance sheet format in your statutory accounts is in a **materially** different format to the one shown above please contact the MNOFP to discuss.

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**4. Balance sheet**<sup>18</sup> (last 2 years statutory accounts and latest management accounts)

**Detailed notes**

1 <b>Tangible fixed assets</b> <sup>19A</sup>	FY08	FY09	YTD	Details of items included in "other" balances
Land and buildings				
Plant and machinery				
Fixtures and fittings				
Other fixed assets				
<b>Total fixed assets</b>	-	-	-	

2 <b>Intercompany balances</b>	FY08	FY09	YTD
Interest charged <sup>19</sup>			
Terms of repayment <sup>20</sup>			

3 <b>Other creditors: Please list out the creditors which rank ahead of the MNOFP</b> <sup>21</sup>
1,
2,
3,
4,

4 <b>Bank debt</b> <sup>22</sup>	FY08	FY09	YTD
Amount due			
<1 year			
1-2 years			
2-5 years			
> 5 years			
Are there any banking covenant breaches forecast in the next 3 years?			



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#### 4. Balance sheet<sup>18</sup> (last 2 years statutory accounts and latest management accounts)

*Guidance notes*

19A Please present net book values in relation to all tangible fixed assets.

19 Please provide total interest charged on total intercompany debt as per the latest statutory filed accounts and year to date management accounts.

20 Please provide details as to the date/s of repayment of intercompany debt shown in the latest statutory accounts, whether this is to be paid in instalments or by way of a single repayment at the end of the term etc.

21 Creditors ranking ahead of the MNOFP will generally do so if they have security over certain assets of the Participating Employer in relation to their debt.

An example of this would be a lender that has secured its debt against a fixed asset held by the Participating Employer.

22 As per the latest filed statutory accounts.

Please use FY08 and FY09 filed statutory accounts where available

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please enter all asset balances as a positive number and all liability balances as a negative number.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the balance sheet format in your statutory accounts is in a **materially** different format to the one shown above please contact the MNOFP to discuss.



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**4. Balance sheet<sup>18</sup>** (last 2 years statutory accounts and latest management accounts)

**5 Provisions**

Please provide details as to what items are included within the provisions balance

**6 Pension Schemes**

Scheme name <sup>23</sup>	IAS 19 deficit <sup>24</sup>	TP deficit <sup>25</sup>	Date of next valuation	Recovery plan period <sup>26</sup>

Please provide details of any contingent assets provided to other pension funds<sup>27</sup>

**7 Acquisitions and disposals**

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Please provide details of any significant acquisitions and disposals in the last 2 years, including details of what was sold, who it was sold to, impact of financial performance and details of how the disposal proceeds were used





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#### 4. Balance sheet<sup>18</sup> (last 2 years statutory accounts and latest management accounts)

*Guidance notes*

23 Please provide details in relation to any other pension schemes in which the Participating Employer participates (e.g. any other industry wide schemes or company pension schemes).

24 The IAS19 deficit is the accounting deficit detailed in the latest filed statutory accounts or management information.

25 TP is Technical Provisions (i.e. the ongoing deficit (scheme assets less ongoing scheme liabilities calculated by the scheme actuary) figure).

26 The recovery plan period is the period over which the Participating Employer has agreed to pay the deficit.

27 Contingent assets include: guarantees, security over assets, negative pledges, assets placed into a trust account etc.

A negative pledge is an agreement made by a Participating Employer and a creditor (e.g. another pension scheme) not to do something e.g. not to sell an asset or give another creditor security over that asset etc.)

Please use FY08 and FY09 filed statutory accounts where available

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please enter all asset balances as a positive number and all liability balances as a negative number.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the balance sheet format in your statutory accounts is in a **materially** different format to the one shown above please contact the MNOFP to discuss.



**5. Current profitability and cash flow<sup>28</sup>** (last 2 years statutory accounts and latest management accounts)

**Profit and loss account**

enter income as +ve, costs as -ve	FY08	FY09	YTD	Details of items included in "other" balances
Turnover				
Cost of sales				
<b>Gross profit</b>	-	-	-	
Exceptional items				
<b>Overheads</b>				
Manufacturing				
Selling and distribution				
Administration				
Other overheads				
<b>Total overheads</b>	-	-	-	
Operating profit	-	-	-	
Interest charges				
Other income/expense				
<b>PBT</b>	-	-	-	
Tax				
<b>PAT</b>	-	-	-	
Dividends				
<b>Retained profit</b>	-	-	-	



**5. Current profitability and cash flow<sup>28</sup>** (last 2 years statutory accounts and latest management accounts)

**Cash flow statement**

enter inflow as +ve, outflows as -ve	FY08	FY09	YTD	Details of items included in "other" balances
EBITDA				
Working capital movements				
Interest charges				
Taxation (paid)/received				
Normal capital expenditure (net)				
Other operating cash flows				
<b>Net operating cash flows</b>	-	-	-	
Share Capital				
Dividends				
Purchase of subsidiary				
Disposal of subsidiary				
Property disposals				
Other non-operating cash flows				
<b>Non-operating cash flows</b>	-	-	-	
Net cash inflow/(outflow)	-	-	-	
Opening cash				
<b>Closing cash</b>	-	-	-	



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## 5. Current profitability and cash flow<sup>28</sup> (last 2 years statutory accounts and latest management accounts)

### *Guidance notes*

28 Please use the latest filed statutory accounts (prepared in accordance with the relevant accounting standards) and year to date management accounts to complete the above cells.

Please use FY08 and FY09 filed statutory accounts where available

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the profit & loss account or cash-flow statement format in your statutory accounts is in a **materially** different format to the one shown above please contact the MNOFP to discuss.



## 6. Forecasts<sup>29</sup>

### Profit and loss account

enter income as +ve, costs -ve

	FY10	FY11	FY12	Commentary on key assumptions
Turnover				
Cost of sales				
<b>Gross profit</b>	-	-	-	
<b>Overheads</b>				
Manufacturing				
Selling and distribution				
Administration				
Other overheads				
<b>Total overheads</b>	-	-	-	
Exceptional items				
Operating profit	-	-	-	
Interest charges				
Other income/expense				
<b>PBT</b>	-	-	-	
Tax				
<b>PAT</b>	-	-	-	
Dividends				
<b>Retained profit</b>	-	-	-	

#### Guidance notes

<sup>29</sup> Where forecast information is not available for the Participating Employer forecasts at Group (or sub-group) level should be used.

The above format should be adhered to as closely as possible. Where, for example, your forecast profit & loss account is in a **materially** different format to the one shown above please contact the MNOFP to discuss.

If you have a separate document e.g. a business plan, which details the assumptions used in your forecast, please attach this to your submission.



## 6. Forecasts<sup>29</sup>

### Cash flow statement

enter inflows as +ve, outflows -ve	FY10	FY11	FY12	Commentary on key assumptions
EBITDA				
Working capital movements				
Interest charges				
Taxation (paid)/received				
Normal capital expenditure (net)				
Other operating cash flows				
<b>Net operating cash flows</b>	-	-	-	
Share capital				
Dividends				
Purchase of subsidiary				
Disposal of subsidiary				
Property disposals				
Other non-operating cash flows				
<b>Non-operating cash flows</b>	-	-	-	
Net cash inflow/(outflow)	-	-	-	
Opening cash				
<b>Closing cash</b>	-	-	-	

#### Guidance notes

<sup>29</sup> Where forecast information is not available for the Participating Employer forecasts at Group (or sub-group) level should be used.

The above format should be adhered to as closely as possible. Where, for example, your forecast cash-flow statement is in a **materially** different format to the one shown above please contact the MNOFP to discuss.

If you have a separate document e.g. a business plan, which details the assumptions used in your forecast, please attach this to your submission.



6. Forecasts<sup>29</sup>

**Balance sheet**

enter assets as +ve, liabilities -ve	FY10	FY11	FY12	Commentary on key assumptions
Intangible fixed assets				
Tangible fixed assets				
Investments				
Other fixed assets				
<b>Total fixed assets</b>	-	-	-	
Stocks				
Trade debtors				
Intercompany debtors				
Other debtors and prepayments				
Other current assets				
Trade creditors				
VAT and PAYE				
Intercompany creditors				
Other creditors and accruals				
Other current liabilities				
<b>Net working capital</b>	-	-	-	
Cash and bank balances in hand				
Overdraft				
Term loan				
Finance leases				
Other debt-like items				
<b>Net debt</b>	-	-	-	
Deferred taxation				
Provisions				
MNOFP Pension deficit				
Other pension scheme deficits				
<b>Shareholders' funds</b>	-	-	-	



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## 6. Forecasts<sup>29</sup>

### Guidance notes

29 Where forecast information is not available for the Participating Employer forecasts at Group (or sub-group) level should be used.

The above format should be adhered to as closely as possible. Where, for example, your forecast balance sheet is in a **materially** different format to the one shown above please contact the MNOFP to discuss.

If you have a separate document e.g. a business plan, which details the assumptions used in your forecast, please attach this to your submission.

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**7. Group position<sup>30</sup>** (last 2 years statutory accounts and latest management accounts)

**Profit and loss account**

enter income as +ve, costs -ve	FY08	FY09	YTD	Details of items included in "other" balances
Turnover				
Cost of sales				
<b>Gross profit</b>	-	-	-	
Exceptional items				
<b>Overheads</b>				
Manufacturing				
Selling and distribution				
Administration				
Other overheads				
<b>Total overheads</b>	-	-	-	
Operating profit	-	-	-	
Interest charges				
Other income/expense				
<b>PBT</b>	-	-	-	
Tax				
<b>PAT</b>	-	-	-	
Dividends				
<b>Retained profit</b>	-	-	-	



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## 7. Group position<sup>30</sup> (last 2 years statutory accounts and latest management accounts)

### *Guidance notes*

30 Please use the latest filed statutory accounts (prepared in accordance with the relevant accounting standards) and year to date management accounts to complete the above cells.

Please use FY08 and FY09 filed statutory accounts where available

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the profit & loss account format in your statutory accounts is in a materially different format to the one shown above please contact the MNOFP to discuss.

Please ensure that the management accounts period used is consistent with the Summary employer page.

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**7. Group position<sup>30</sup>** (last 2 years statutory accounts and latest management accounts)

**Cash flow statement**

enter inflows as +ve, outflows -ve	FY08	FY09	YTD	Details of items included in "other" balances
Operating profit	-	-	-	
Depreciation / amortisation				
Working capital movements				
Interest charges				
Taxation (paid)/received				
Normal capital expenditure (net)				
Other operating cash flows				
<b>Net operating cash flows</b>	-	-	-	
Share capital				
Dividends				
Purchase of subsidiary				
Disposal of subsidiary				
Property disposals				
Other non-operating cash flows				
<b>Non-operating cash flows</b>	-	-	-	
Net cash inflow/(outflow)	-	-	-	
Opening cash				
<b>Closing cash</b>	-	-	-	



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## 7. Group position<sup>30</sup> (last 2 years statutory accounts and latest management accounts)

### *Guidance notes*

<sup>30</sup> Please use the latest filed statutory accounts (prepared in accordance with the relevant accounting standards) and year to date management accounts to complete the above cells.

Please use FY08 and FY09 filed statutory accounts where available

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the cash flow statement format in your statutory accounts is in a materially different format to the one shown above please contact the MNOPF to discuss.

Please ensure that the management accounts period used is consistent with the Summary employer page.

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**7. Group position<sup>30</sup>** (last 2 years statutory accounts and latest management accounts)

**Balance sheet**

enter assets as +ve, liabilities -ve	FY08	FY09	YTD	Details of items included in "other" balances
Intangible fixed assets				
Tangible fixed assets				
Investments				
Other tangible assets				
<b>Total fixed assets</b>	-	-	-	
Stocks				
Trade debtors				
Intercompany debtors				
Other debtors and prepayments				
Other current assets				
Trade creditors				
VAT and PAYE				
Intercompany creditors				
Other creditors and accruals				
Other current liabilities				
<b>Net working capital</b>	-	-	-	
Cash and bank balances in hand				
Overdraft				
Term loan				
Finance leases				
Other debt-like items				
<b>Net debt</b>	-	-	-	
Deferred taxation				
Provisions				
MNOFP Pension deficit				
Other pension scheme deficits				
<b>Shareholders' funds</b>	-	-	-	



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## 7. Group position<sup>30</sup> (last 2 years statutory accounts and latest management accounts)

### *Guidance notes*

30 Please use the latest filed statutory accounts (prepared in accordance with the relevant accounting standards) and year to date management accounts to complete the above cells. The accounts of the ultimate parent of the group should be used

Please use FY08 and FY09 filed statutory accounts where available

If FY09 filed statutory accounts are not available please use draft FY09 statutory accounts

If draft FY09 statutory accounts are not available please use FY09 management accounts.

Please ensure that the management accounts period used is consistent with the summary employer page.

Please ensure that the currency and denomination of financials used are consistent with the summary employer page

The above format should be adhered to as closely as possible. Where, for example, the balance sheet format in your statutory accounts is in a materially different format to the one shown above please contact the MNOFP to discuss.

Please ensure that the management accounts period used is consistent with the summary employer page.

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### Information request list

- 1 Group structure chart showing participating employers (as requested on the Group structure page).
- 2 Audited financial statements for the last financial year including (where possible) an operating and financial review.
- 3 Historical year end management accounts for the last financial year including a reconciliation to audited financial statements.
- 4 Year to date management accounts.
- 5 Details of bank facilities and any other financial commitments or encumbrances.
- 6 Details of banking covenants and the company's forecast compliance with these covenants.
- 7 If the company prepares forecasts that are in a different form to those requested in the template please attach these.
- 8 Details of any priority agreements setting out the ranking of creditors.

#### *Guidance note*

Where available please attach the above information to this template on submission to the MNOFP.

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