



May
HOUSE OF COMMONS

VALIDATION 09/10
05 MAY 2009
RECEIVED

PAAE 2

Office use only

Cost/Cat?

M ATKI PHE

Allowance 514602

Supp/Res ID

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Member's Name (CAPITAL LETTERS) **PETER ATKINSON** Constituency (CAPITAL LETTERS) **HEXHAM** **668000**

Claim details
Month/period to be claimed From **01042009** To **20**

Subsistence (No receipts required) Number of nights spent away from main home @ £25.00 per night £ Exp type/Cat5

Cost of accommodation **5883646** Mortgage interest £ **187.02** 514 **631**
42.4091 **SE 11/5** Hotel £ --- 514 ---
MB 11/5 Rent (inc deposits) £ --- 514 ---
Council Tax/rates £ **172.93** 514 **633**

Fixtures, fittings and furnishings
£
£
£
£
£
Total £ 514 ---

Other household costs (e.g. service charges, utilities, telecommunications, maintenance and repairs)
Virgin - Broadband £ **17.62** ✓
Powergen - Maintenance (labour) £ **21.99** ✓
Scottish Power £ **142.73** ✓
BT £ **51.28** ✓
Total £ **233.62** 514 **636**

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.
Grand Total £ **598.57** ✓ **BM**

Authorisation and declaration
✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.
Member's Signature **[Redacted]** Date **30/04/09**

Data Protection
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.
Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Block L

SCOTTISHPOWER
The Energy People

000467 000467 BILL404A 43600 267307011
MR ATKINSON



43692 732



Make sure you're on our best deal - just visit www.scottishpower.co.uk/save to find out how much you could save.

Date: 16/04/09

Package: Fixed Price Energy Online 2009

Before you contact us

Please have your meter readings ready before telephoning our customer services centre.



Tel No: 0845 270 6543

We may record calls for security and training purposes. We are open Monday to Friday 8am - 7pm. Saturday 9am - 1pm.



Web Site: www.scottishpower.co.uk

Email: www.scottishpower.co.uk/contactus

Your electricity supply number is:

S

Any additional supply numbers are shown overleaf

Dear MR ATKINSON,

Your gas and electricity statement - Estimate

Account Number:

For the period: 14/01/09 to 16/04/09

Service supplied to: MR & MRS BRIONE ATKINSON
at

Balance on your account before this new statement	-£107.77
Your gas charges	£153.33
Your electricity charges	£91.60
Discounts	-£6.36
VAT	£11.93

Your total charges are **£142.73**

Please see the reverse of this page for a full breakdown of your charges.

No further action is required.

Thank you for being a ScottishPower customer.

This is not a tax invoice.

Your bill has been estimated. This means the bill may not reflect the actual amount of energy you have used. To help us provide you with an accurate bill visit www.scottishpower.co.uk and input your meter reading(s) or call our dedicated self-serve meter reading line on 0800 027 8000 Please have your account number to hand.

ScottishPower Energy Retail Ltd. Registered Office: 1 Atlantic Quay Glasgow G2 8SP.
Registered in Scotland No 190287. VAT No GB 659 3720 08.

IMPORTANT!

Based on your consumption we have increased your monthly payment to **£77.00** with effect from **12/05/09**.

Your gas and electricity assessment	
For the period: 17/04/09 to 15/04/10	
Estimated gas and electricity charges	£766.77
Discounts	-£26.47
Charges excluding VAT	£740.30
VAT	£37.01
Balance brought forward	£142.73
Estimated total charges	£920.04

IMPORTANT!!
Your payment review
To have your new instalment reviewed automatically, please provide meter readings at www.scottishpower.co.uk or by calling 0800 027 8000 within 30 days.
If we don't receive actual meter reads from you, your Direct Debit payments will be automatically adjusted on 12/05/09.

and will let you know if we need to make any further changes to your

Details of your account:

Page 2 of 2

A minus sign (-) shown means a credit amount.

Other important information

Balance on your account before this new statement			Total (£)
Balance on your previous statement			£89.33
Payment	12/02/09		-£65.70
Payment	12/03/09		-£65.70
Payment	14/04/09		-£65.70
			-£107.77

How we calculated your statement

Your electricity charges

A = Actual read, E = Estimated, C = Customer read

Period 14/01/09 to 16/04/09

Description	Start	End	Units	Price(kWh@p)	Total (£)
Fixed Price - NSC Domestic Std :Secondary				552@8.834	£48.76
Fixed Price - NSC Domestic Std :Primary				229@18.709	£42.84
Meter:	18008C	18284A	276		
Meter:	18284A	18789E	505		

Total electricity **£91.60**

Your gas charges

A = Actual read, E = Estimated, C = Customer read

Period 14/01/09 to 16/04/09 (Calorific value: 39.3 Volume correction: 1.022640)

Description	Start	End	Units	Price(kWh@p)	Total (£)
Fixed Price - NSC Domestic Std :Secondary				4217@2.515	£106.06
Fixed Price - NSC Domestic Std :Primary				1164@4.061	£47.27
Meter:	2209C	2391A	182		
Meter:	2391A	2691E	300		

Total gas **£153.33**

Thank you for providing your meter reading. Your statement is accurate to this point. The period 12/02/09 to 16/04/09 has been estimated. If you wish to supply your latest reading, please call us on 0800 027 8000 with your account details.

Discounts

Gas & electricity discount	-£2.54	
Internet discount	-£3.82	
Total Discounts	-£6.36	

Your total charges

Total charges excl VAT **£238.57**

VAT at 5.00% on £238.57 **£11.93**

Your total charges are £142.73

*Meter point reference number

A. In case of emergency: electricity

If you have a power cut or you notice EDF Energy Networks (LPN) plc equipment that has been damaged or causes concern, please call 0800 028 0247 or, write to Customer Relations Manager, EDF Energy, Fore Hamlet, Ipswich, IP3 8AA. Lines open 24 hours.

B. In case of emergency: gas

Please call 0800 111 999 straightaway. Lines open 24 hours.

Contacting your Gas Transporter:

To identify your gas transporter and obtain contact details please call 0870 160 0229.

C. Customers with impaired hearing:

If you have a minicom textphone please call 0800 027 4534. This number will not respond to ordinary telephones.

D. How to calculate your gas charge

Subtract the previous meter reading from the present meter reading (if you have an imperial meter, multiply the figure by 2.83). Now multiply the answer by the calorific value and the correction factor and then divide by 3.6 to give the number of kilowatt hours.

E. Customer Charters/Priority Service

Customer Charters are available for: Prepayment, Special Needs, Handling your Enquiry or Complaint, Paying your Bill, Visiting your Premises. Go to www.scottishpower.co.uk or call for a free copy. We maintain a register for customers with special needs. Contact us for more information.

F. Customer Service

We are confident your query will be resolved satisfactorily. If after contacting our Customer Service Centre you remain unhappy with the way your complaint was handled, please ask to speak to our Customer Care Team. If your complaint is not resolved within 8 weeks, or you receive our final response letter, you can contact the independent Energy Supply Ombudsman on 0845 055 0760. www.energy-ombudsman.org.uk. Alternatively, for clear, practical and impartial consumer advice call Consumer Direct on 08454 04 05 06 or visit www.consumerdirect.gov.uk

G. Energy Efficiency

View your consumption information at www.scottishpower.co.uk/myaccount. You can find tips and advice at www.scottishpower.co.uk or by calling our advice line on 0800 33 22 33.



Billing: Bill summary **£51.28**

Account number [REDACTED] Bill number [REDACTED] Number [REDACTED]
 Bill date **20 Apr 2009** Total now due **£51.28**

Your BT bill

Bill for [REDACTED]
 Bill period: 20 Jan 2009-20 Apr 2009

Total now due **£51.28**

This amount will be debited from your bank or building society account on or after 04 May 2009.

Cost of Calls	£8.33
Your benefits	-£4.04
Rental charges	£40.30
VAT	£6.69
Total now due	£51.28

MR P ATKINSON
 [REDACTED]

VAT Registered Number [REDACTED]

This page is not a tax invoice



Package benefits summary

Paperfree bill discount	-£4.04
Friends & Family Auto Update	-£ 3.270
Total package benefits	-£ 0.763

Paperfree bill discount

-£3.270

£1.25 monthly discount for customers who receive paperfree monthly or quarterly bills.

Description	Cost(£)
Discount for paperfree billing Jun 2009	-1.090
Discount for paperfree billing May 2009	-1.090
Discount for paperfree billing Apr 2009	-1.090
Total	-£3.270

Friends & Family Auto Update

-£ 0.763



Billing: Rental charges £40.30

The 'Service charges' section is now called 'Rental charges'. We've changed the name to make it clearer but the section content is still the same.

Rental charges summary £40.30

Account level	0.00
██████████	40.30
Total rental charges	£40.30

Account rental charges £0.00

██████████ rental charges £40.30

Calling Plans £40.30

Date	Description	Qty	Quarterly (£)	Cost (£)
01 Apr-30 Jun	Charges in advance for Unlimited Evening & Weekend Plan comprises Line rental	1	40.30	40.30
Total				£40.30

Billing: VAT Summary £6.69

This is a summary of your VAT.
This is a summary of your VAT liability.
This is not a tax invoice.

VAT Summary £6.69

VAT rate	Charge (ex VAT) (£)	Total VAT (£)
15.00%	44.59	6.69
0.00%	0.00	0.00
VAT Adjustments		0.00
Total	44.59 44.59	6.69

Charges that include VAT	Charge (inc VAT) (£)
Not identified	0.000

APRIL



HOUSE OF COMMONS

09/10

VALIDATION

16 APR 2009

Office identifier

Cons Cat

MATKIPHE

House no: 514602

PAAE 2

Supp/Pas ID

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

RECEIVED

INV. A

653107

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

514602

PETER ATKINSON

HEXHAM

~~511500~~

Claim details

Month/period to be claimed

From

01042009

To

20

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/
Cat5

Cost of accommodation

Mortgage interest

£ 167.02

514 631

Hotel

£

514

Rent (inc deposits)

£

514

Council Tax/rates

£ 172.93

514 633

5878823
JE 9/4

Fixtures, fittings and furnishings

418883

SS 14-4-09

£

£

£

£

£

£

Total

£

514

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

Thames Water - 2yr

£ 128.06

Virgin - Broadband

£ 17.62

on file

Powergen - Maintenance

£ 21.99

£

£

£

£

Total

£ 167.67

514 636

Please securely attach required documentation e.g. invoices, receipts etc. In support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total

£ 527.62

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Signature]

Date

3/04/09

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimates, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act. Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2692, who acts on behalf of the Data Controller (the Clerk of the House).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

Council Tax bill



LONDON BOROUGH OF
RICHMOND UPON THAMES
Revenues and Benefits

Civic Centre, 44 York Street, Twickenham TW1 3BZ
Website: www.richmond.gov.uk

e-mail: counciltax@richmond.gov.uk

Telephone: 020 8891 7724
Date of Issue: 04-March-2009



Applies to terms and conditions

43692 731

MR PETER ATKINSON

Address of property if different to postal address

Council Tax Bill 2009/10

Account Number

Please read the explanatory notes overleaf which form part of this bill.
The reason for this bill is:- This is your Annual Bill
The current valuation band for this property is E



Efficiency Information

Councils and Fire Authorities are required to have regard to economy, efficiency and effectiveness in their actions. An efficiency saving occurs when the cost of an activity falls, but its effectiveness is not reduced. By the end of March 2009 efficiency savings achieved since April 2008 are expected to be £53 for the average Band D dwelling.

Authority	Expected total efficiency savings for 2008-2009	Expected total efficiency savings in 2008-2009 as a percentage of our spending in 2007-2008
Richmond upon Thames LB	4,500,000	2.9%
London Fire and Emergency Planning Authority	4,724,000	1.1%

Charge	% Change from last year	Amount
London Borough of Richmond	+4.33	£1,573.48
Greater London Authority	+0.00	£378.67
Total	+3.46	£1,952.15
Charge For Period Band E	01-Apr-2009 To 31-Mar-2010	£1,952.15
Discount 10% Empty Property Furnished	01-Apr-2009 To 31-Mar-2010	£195.22-

What to pay

Instalments to be paid by: Direct Debit - 1ST OF THE MONTH MONTHLY

£ 172.93	due by	01 April 2009 ✓	£ 176.00	due by	01 September 2009
£ 176.00	due by	01 May 2009	£ 176.00	due by	01 October 2009
£ 176.00	due by	01 June 2009	£ 176.00	due by	01 November 2009
£ 176.00	due by	01 July 2009	£ 176.00	due by	01 December 2009
£ 176.00	due by	01 August 2009	£ 176.00	due by	01 January 2010



Account Number

Water Services Bill
Tel: 0845 9200 888

If you like the convenience of using online service you can pay your bill, tell us you're moving and more, simply log on to www.thameswater.co.uk

JR0171419_1S0P1_109
AA59748/0001/09/000223

43692 739 8



MR P ATKINSON

Property Address:

Your water services bill for the year 1 April 2009 to 31 March 2010

Current charges

£256.11

See below

Amount to pay by 1st April 09

£128.06

The remaining £128.05 should be paid by 1st October 09 - we will send you a reminder nearer time

You can pay the whole bill now if you prefer. If making full payment, please change the amount due box on the giro to £256.11

Service charges 1 April 2009 - 31 March 2010

	Chargeable value/rate per £	Supply charge £	Fixed charge £	Totals £
Water	194 @ 65.00p	126.10	27.00	153.10
Wastewater	194 @ 34.54p	67.01	36.00	103.01
			Charges	£256.11

Paying your bill

If paying at a bank, please allow 7 days for payment to reach us. There is no counter fee if you pay at a branch of your bank. Full details of how to pay are shown on the back.

Other ways to pay

Direct Debit is the easiest way to pay - simply call our Direct Debit Hotline on 0845 6410 055 or fill in the form on the reverse and return it to us within 7 days.



HOUSE OF COMMONS

PAAE 2

Member's Reimbursement Form

Personal Additional Accommodation Expenditure (PAAE)

5002 NOV 20

Office use only
Code/Cat2

M. P. KIPHE

Allowance: 514502

Supp/Res ID

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

634500

PETER ATKINSON

NEWCASTLE

Claim details

Month/period to be claimed

From

01052009

To

20

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/
Cat5

Cost of accommodation

429.98
299.98
129.98

Mortgage interest

£ 187.02

514 636

Hotel

£

514 ---

Rent (inc deposits)

£

514 ---

Council Tax/rates

£ 179.07

514 633

116.00

Fixtures, fittings and furnishings

5888869

£

£

£

£

£

Total

£

514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

Book'd text
x given - broadband
powergen

£

£

£

£

£

£

Total

£

514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total

£

405.70 £385.01

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date

31/05/09

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA

Council Tax bill



LONDON BOROUGH OF
RICHMOND UPON THAMES

Revenues and Benefits

Civic Centre, 44 York Street, Twickenham TW1 3BZ
Website: www.richmond.gov.uk

e-mail: counciltax@richmond.gov.uk

Telephone: 020 8891 7724
Date of issue: 04-March-2009



Applies to terms and conditions

43692 731

MR PETER ATKINSON

Address of property if different to
postal address

Council Tax Bill 2009/10

Account Number

Please read the explanatory notes overleaf which form part of this bill.
The reason for this bill is:- This is your Annual Bill
The current valuation band for this property is E



Efficiency Information

Councils and Fire Authorities are required to have regard to economy, efficiency and effectiveness in their actions. An efficiency saving occurs when the cost of an activity falls, but its effectiveness is not reduced. By the end of March 2009 efficiency savings achieved since April 2008 are expected to be £53 for the average Band D dwelling.

Authority	Expected total efficiency savings for 2008-2009	Expected total efficiency savings in 2008-2009 as a percentage of our spending in 2007-2008
Richmond upon Thames LB	4,500,000	2.9%
London Fire and Emergency Planning Authority	4,724,000	1.1%

Charge	% Change from last year	Amount
London Borough of Richmond	+4.33	£1,573.48
Greater London Authority	+0.00	£378.67
Total	+3.46	£1,952.15
Charge For Period Band E	01-Apr-2009 To 31-Mar-2010	£1,952.15
Discount 10% Empty Property Furnished	01-Apr-2009 To 31-Mar-2010	£195.22-

What to pay

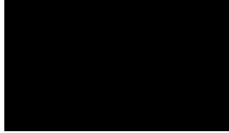
£1,756.93

Instalments to be paid by: Direct Debit - 1ST OF THE MONTH MONTHLY

£ 172.93	due by	01 April 2009	✓	£ 176.00	due by	01 September 2009
£ 176.00	due by	01 May 2009	✓	£ 176.00	due by	01 October 2009
£ 176.00	due by	01 June 2009		£ 176.00	due by	01 November 2009
£ 176.00	due by	01 July 2009		£ 176.00	due by	01 December 2009
£ 176.00	due by	01 August 2009		£ 176.00	due by	01 January 2010

PRIVATE AND CONFIDENTIAL

Mr Peter Atkinson MP



Tel : 0207 219 [REDACTED]
Fax : 0207 219 [REDACTED]
Email : [REDACTED]@parliament.uk

9 June 2009

Dear Mr Atkinson

Personal Additional Accommodation (PAAE) 2009/2010

Thank you for your PAAE claim for the period 31 May 2009, a copy of which is enclosed for ease of reference.

I refer to the previous correspondence from [REDACTED], Director General of Resources, dated 21 May 2009 informing Members of the changes to the rules relating to allowances as decided by The Members Estimate Committee, following Mr Speaker's statement of 19 May.

Effective from 20 May Members may now only use PAAE to claim rent, including ground rent, hotel accommodation, overnight subsistence, mortgage interest (which will be capped at £1,250 per calendar month) council tax, service charges, utility bill (gas, water, electricity, oil, telephone calls and line rental), insurance (buildings and contents).

Therefore, we can no longer reimburse you for costs relating to Virgin broadband. The remainder of your claim totalling £385.01 has been processed and the funds should reach your account within the next few days.

If you have any questions concerning this matter then please contact the Enquiry & Advice team on the numbers shown above.

Yours sincerely

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **TERRY BIRD** (OPERATIONS)
HEATHER BRYSON MA FCIPD (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)
CHRIS RIDLEY MBA FCCA (FINANCIAL MANAGEMENT) **BONNIE MOHAN MCIPS** (COMMERCIAL SERVICES)
DEPARTMENT OF RESOURCES HOUSE OF COMMONS LONDON SW1A 0AA



Validation Officer



HOUSE OF COMMONS

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

6002 NAF 20

Office use only

Costc/Cat2

MATKIPHE

Allowance 514602

PAAE 2

Supp/Res ID

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

Peter Atkinson

AREWAS

~~034730~~

091807

Claim details

Month/period to be claimed

From

01052009

To

20

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/
Cat5

Cost of accommodation

429.98
27/6

Mortgage interest

£ 187.02

514 636

Hotel

£ 514 ---

Rent (inc deposits)

£ 514 ---

Council Tax/rates

£ 177.07

514 633

Fixtures, fittings and furnishings

shortfall of May e' tax

£ 116.00

633

~~5889870~~

5889870

MB 1716

Total

£ 514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

x Given - Broadband
✓ Powergen

£ 17.62

£ 2.99

Book'd text

430978

JE 17/6

Total

£ 514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Pay

Grand Total

£ 405.70 £ 3.07

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Data Protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Member's Signature

[Redacted Signature]

Date

31/01/09

About filing in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources
House of Commons, London SW1A 0AA