

## Replacement of RSA Tokens

We e-mailed all MPs earlier this week to let you know that, on the advice of RSA, we will be replacing the tokens you use to access the first stage of the online expenses system

To make the process as straightforward as possible, we will be at the Members' Centre from Tuesday 31 January to Thursday 2 February between 10am and 2pm. If you bring the token(s) you have – yours and your proxy's – we will simply replace them there and then. At these sessions we will be unable to provide you with the new tokens unless the older versions are handed back to us at the same time.

If it is easier for you to send one of your members of staff to do this on your behalf, or if you have any other questions, please call our Information Team on 020 7811 6400 or email us at [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk). If you will be unable to exchange the tokens during this time, we will contact you shortly afterwards.

**Phone:** IPSA Information Line: 020 7811 6400 (Opening hours 1pm-5pm, Monday to Friday)

**Email:** [info@parliamentarystandards.org.uk](mailto:info@parliamentarystandards.org.uk)

**Post:** IPSA, 7th floor, Portland House, Bressenden Place, London, SW1E 5BH

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)