



PENSION COMPLAINTS AND APPEALS

You can use this form if you have a complaint about or wish to appeal against a decision relating to your pension. Please write clearly in ink.

1. **Member's Details**

If you are the member (the person who is or was in the pension scheme), please give your details in this box. You can then go straight to Section 4.

If you are a member's dependant (for example, husband wife or child) or if you are representing the person with the appeal/complaint, please give the member's details in this box then complete Section 2.

Name	
Address	
Date of Birth	
Employer	
National Insurance No.	

2. **Dependant's Details**

If you are the member's dependant and the appeal/complaint is about a benefit for you, please give your details in this box. If the appeal/complaint is about a benefit for a dependant and you are the dependant's representative, please give the dependant's details in this box.

Name	
Address	
Date of Birth	
Employer	
National Insurance No.	

3. **REPRESENTATIVE'S DETAILS**

If you are the member's or dependant's representative, please give your details in this box.

Name	
Address	
Whose address should letters go to?	

4. **YOUR APPEAL/COMPLAINT**

Please give full details of your appeal/complaint in this box. Please try to explain exactly why you are aggrieved, giving any dates or periods of pension scheme membership that you think are relevant. If there is not enough space, please go on to a separate sheet and attach it to this form.

5. **YOUR SIGNATURE**

I would like the appointed person to look into my appeal/complaint and make a decision about it. I am a –

- scheme member/prospective member/former member*
- dependant or a former member*
- member's/dependant's representative*

*delete as appropriate

Signed _____

Date: _____

Please enclose a copy of any notification you received from your employer or administering authority about the decision you are complaining about, together with any other letter or document that you think might be helpful. Please send this form to Head of Legal Services, Fife Council, Fife House, North Street, Glenrothes, Fife, KY7 5LT.

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