

Internal Dispute Resolution**(Stage 2) Appeal to the PCSPS(NI) Manager at Civil Service Pensions**

Under the provisions of the Pensions (Northern Ireland) Order 1995, occupational pension schemes are required to have a formal two tier internal dispute resolution (IDR) procedure. You should already have received a written explanation from the scheme administrator in response to your initial complaint (stage 1).

Stage 2 must be activated within six months of receipt of the written (stage 1) explanation.

If, after receipt of this written explanation you still wish to continue with your appeal, please give your reasons on the back of this form, providing full and detailed information where applicable.

You may wish someone else to take forward the complaint on your behalf, such as a Trade Union Official, Welfare Officer, Spouse, Partner or friend. If this is the case you must nominate the person in the nomination box provided. You may also seek assistance from the Pension Advisory Service (OPAS) whose address and telephone number can be found in the leaflet "**If you have a complaint about your Pension**" which you should already have received, if you need a copy you can download it from our website; www.civilservicepensions-ni.gov.uk, under the resources section.

Nomination of a third party for representation of complainant:

<p>I _____ (complainant)</p> <p>hereby nominate _____ (full name and title)</p> <p>(sample signature of nominee) _____</p> <p>of (nominees' address) _____</p> <p>_____ (postcode) _____ (telephone number) _____</p> <p>to be my representative in all future correspondence in relation to my ongoing appeal.</p> <p>Signed _____ Date _____</p>
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Member Details

<p>Staff or Pension Payroll Number _____</p> <p>Full name _____ Date of Birth _____</p> <p>Address _____</p> <p>_____ Postcode _____</p>

Please state your reasons for appealing the scheme administrator's decision.

(Use a separate sheet if necessary. Make sure you include your full name and staff/pension payroll number.)

Having received the written explanation from the scheme administrator I wish the manager of the PCSPS(NI) to reconsider the decision, taking account of my comments.

Signed _____ **Date** _____

Completed forms should be returned to:

**Civil Service Pensions
Department of Finance & Personnel
Waterside House
75 Duke Street
Waterside
DERRY
BT47 6FP**