LOCAL GOVERNMENT PENSION SCHEME REGULATIONS
APPLICATION TO THE APPOINTED PERSON

You can use this form to apply to the appointed person(s) if you want them to investigate a complaint to do with your pension. Please write clearly in black ink using capital letters.

1. Member's Details

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

If you are the member's dependant (for example husband, wife or child) or if you are representing the person with the complaint, please give the member's details in this box, then go to part 2

Name	
Address	
Date of Birth	
Employer	
NI Number	

2. Dependant's Details

If the complaint is about a benefit for the member's dependant and you are the dependant or the dependant's representative, please give the dependant's details in the box below.

Name	
Address	
Date of Birth	
Relationship to Member	

3. Representative's Details

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

Name	
Address of Representative	
Address to be used for correspondence	

4. Your Complaint

Please give full details of your complaint in this box. Please try to explain exactly why you are aggrieved, giving any dates or periods of scheme membership that you think are relevant. If there is not enough space please use a separate sheet, writing the name and national insurance number appearing in box 1 at the top of the sheet and attach to this form.

5. Your signature

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

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

*delete as appropriate

Privacy Statement

Dundee City Council as Administering Authority of Tayside Pension Fund is a Data Controller under the General Data Protection Regulations. This means we store, hold and manage your personal data in line with statutory requirements to enable us to provide you with pension administration services. To enable us to carry out our statutory duty, we are required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit https://www.taysidepensionfund.org/resources/full-privacy-notice/ to view the full privacy notice.

Please tick to confirm that you have read and understood the privacy statement ☐

Signed: Print Name:	Date

Please enclose a copy of any notification you got from your employer or administering authority about the decision you are complaining about, together with any other letter or notification that you think might be helpful. Please send this form to your appointed person or to your administering authority who will pass it on to an appointed person.