

# **The Mencap Pension Plan (the "Plan") Internal Dispute Resolution procedure (IDRP) Application Form**

Please use this form if you would like the Trustee Directors to consider your complaint.

Please complete all relevant sections in capitals.

## **Your details**

Name

Address

Postcode

Telephone number

E-mail address

Date of birth

National Insurance number

## **Representative's details**

(Please complete this section if you have a representative acting on your behalf. If you have no representative, please move on to the next section.)

Representative's name

Address

Postcode

Telephone number

E-mail address

Should this address be used for serving the decision or any requests for additional information? Yes/No

Details of the complaint

Does your complaint relate to your membership (or prospective membership) of the Plan?

Yes/No

If yes, please provide details of your membership - for example, whether you are an active or pensioner member and the date you joined the Plan.

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Does your complaint relate to another person who is a Plan member? Yes/No

If the answer is yes, please provide the following details relating to the member:

## **Member's Name**

Member's address:

Postcode

Member's date of birth

Member's date of death (if applicable)

Member's National Insurance number

Your relationship to the member

## **Details of your complaint**

Please provide details of your complaint, with copies of any supporting documents or correspondence.

Continue on a separate sheet, if necessary.

Signed

Print name

Dated

Please send this application to the Pensions Team at Mencap, 6 Cyrus Way, Hampton, Peterborough, PE7 8HP.

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## **Note:**

This complaint may not be dealt with under the Plan's IDRP if the Pensions Ombudsman has started investigating this complaint or court or tribunal proceedings have begun. By signing and returning this form, you are confirming that no investigation or proceedings have commenced.

You should receive an acknowledgement of your complaint as soon as practicably possible. Please refer to the Plan's IDRP document for more information about what happens next.