

**NATIONAL GRID UK PENSION SCHEME  
INTERNAL DISPUTE RESOLUTION PROCEDURE**

**Stage 1 Application Form**

This is the first stage of a formal complaint under the Internal Dispute Resolution procedure of the National Grid UK Pension Scheme. The person who has the complaint is referred to as the complainant. This form should be completed by the complainant or the complainant's representative.

**Details of complainant**

Full name:

Address:

Telephone No:

**Status**

A complaint may be made by a person who is, or claims to be, one of the following. Please indicate which applies:

|  |  |
|--|--|
| 1. National Grid UK Pension Scheme member in current employment    |  |
| 2. National Grid UK Pension Scheme deferred pensioner              |  |
| 3. National Grid UK Pension Scheme pensioner                       |  |
| 4. An employee who is a prospective Pension Scheme member          |  |
| 5. The widow/widower or dependant of one of the above              |  |
| 6. A person who ceased to be one of the above in the last 6 months |  |

If you have ticked 6, please state which previous category applies: \_\_\_\_\_

**Member Details**

If you are the member making the complaint, please give your details, otherwise please give details of the person who is the subject of the complaint. For example, if the complaint relates to a deceased member, give that member's details.

Name of Member:

Date of birth:

Payroll number:

National Insurance no:

***PLEASE COMPLETE BOTH SIDES OF THIS FORM***

### Complainant's Representative

If the complainant is represented by another person, please give details. The complainant must sign below.

Name of Representative:

Address for correspondence:

Relationship to Complainant (*e.g. Trade Union Rep/Colleague*): \_\_\_\_\_

I appoint \_\_\_\_\_ to act as my representative in the resolution of this dispute and authorise you to send all correspondence to *him/her\**.

Signed \_\_\_\_\_ (*Complainant*) Date: \_\_\_\_\_

### Details of Complaint

Please give below, or attach, full details of the complaint or disagreement. Continue on a separate sheet if necessary and attach any copies of any supporting documents or previous correspondence.

Signature

Date:

Please send the completed form to: **Membership & Benefits Manager, National Grid UK Pension Scheme Trustee Executive Limited, 15-16 St Helen's Place, London, EC3A 6DQ.**

*\* PLEASE DELETE AS APPROPRIATE*