



**MRC PENSION SCHEME  
("Scheme")**

**INTERNAL DISPUTE RESOLUTION PROCEDURE**

**STAGE 2 APPLICATION FORM**

This application form should be used if you dispute the stage 1 determination and wish for the complaint to be reconsidered by the trustees of the Scheme ("Trustees"). This application form should be returned to the Secretary of the Trustees, at the following address, within six months of receiving the stage 1 determination:

The Secretary  
MRC Pension Trust Limited  
C/o: 7<sup>th</sup> Floor, Caxton House  
6-12 Tothill Street  
London SW1H 9NA

You will be notified of the decision of the Trustees within two months of the Trustees receiving this application form. Where this is not possible an interim reply will be sent advising the reason for the delay and the date on which a decision may be expected.

In making this application you are appealing the stage 1 determination of the internal dispute resolution procedure. Please include with this application a copy of the determination you received under stage 1 of the internal dispute resolution procedure. All of the information requested is required and it is important for all sections to be completed for the internal dispute resolution procedure to commence.

**1. PERSONAL DETAILS**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ NI Number: \_\_\_\_\_

Address: \_\_\_\_\_

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2. **DETAILS OF ANYONE REPRESENTING YOU:**

Full Name:

Address:

IS THIS ADDRESS TO BE USED FOR CORRESPONDENCE IN CONNECTION WITH  
THE CLAIM? **YES/NO** (*delete as appropriate*)

3. **WHERE THE SCHEME MEMBER HAS DIED PLEASE STATE:**

Your relationship with the Scheme member:

The Scheme member's details:

Full Name:

Date of Birth:

Address:

NI Number:

4. **PLEASE DESCRIBE THE NATURE OF YOUR COMPLAINT AND PROVIDE  
DETAILS TO SHOW WHY YOU FEEL AGGRIEVED (please attach further pages if  
required). Please answer this as fully as possible so that a full and fair determination  
may be issued.**

**Signed:** ..... (by or on behalf of the complainant)

**Date:** .....