



## NOMINATE SOMEONE TO DISCUSS YOUR BENEFITS

You can nominate someone to act on your behalf when you have to contact the Scheme Administrator. By completing and returning this form you can authorise someone to ask questions on your behalf. Your pension will still be paid to you, but the person you have nominated below will be known as your 'agent'; they can't change anything, but they can explain things.

Please complete Section 1 and Section 2 in BLOCK CAPITALS and return to:

**MPS, Hartshead House, 2 Cutlers Gate, Sheffield, S4 7TL**

### Section 1: Member details & declaration

*(This section must be completed & signed by the Member or Appointed Personal Representative or Power of Attorney)*

**Full name**

**Pension reference number**

**National Insurance number**

I request the Scheme Administrator to make the changes requested by me, or on my behalf, as set out below.

**Declaration Signed by:**

**Member**

Signature:

**Date**

### Section 2: Agent details

*(This section must be completed & signed by the agent)*

*Please note the administrators will discuss your benefits with the person named below. If any decisions are required about your benefits, they will need to speak to you as well as the agent.*

**Full name**

**Full address**

  
  

I confirm that I am happy to discuss the above member's benefits with the Trustees or the Scheme Administrator. I will explain these benefits to the member and treat any information I receive as confidential and is only to be discussed with the member.

**Declaration Signed by:**

**Agent**

Signature:

**Date**

*This Form will be scanned and held electronically and securely by the Scheme's Administrator under the terms of the Data Protection Act 1998 ("the Act") and will only be made available to persons entitled under the Act to view it.*

**Contact the Scheme Administrator:**

Telephone: **0333 222 0077**

Email: **mps@capita.co.uk**