



Application to review a decision of the Board of the Pension Protection Fund – *Levy Reviews Only*

Before you fill in this form, please ensure you have read the notes to this form, the guidance booklet accompanying your levy invoice, the publication “How we deal with your concerns”, and the Levy Practice Guidance. It is important you read this information as there are a number of formal requirements which must be met before the Board will carry out a review and issue a review decision (note 1).

If you make any mistakes or fail to complete this form properly, this may lead to delays in processing your application or you may lose the right to have the decision reviewed. (note 2)

Please note that if your review relates to an Experian Appealable Score, you must first have completed an appeal to Experian before applying to the Board for a review.

Please complete all sections of the form, unless otherwise indicated.

1. Your Details

Title:	
Full Name:	
Address:	
Email address:	
Telephone number:	

2. Pension Scheme details

Name of Pension Scheme:	
Pension Scheme Registration Number:	

3. Invoice Details

Part A

Invoice Number:	
Date of Invoice:	

Part B

Have you raised an informal query regarding your invoice? Please tick the answer which applies

Y N

Date you raised that query:	
Date of response to query:	

If you are completing this application form more than 28 days after the invoice date, please explain below why the application was not made within 28 days of the invoice date e.g. you appealed your Appealable Score to Experian.

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4. Applicant's status

Are you a trustee? (note 3) Please tick the answer which applies

<input type="checkbox"/> Y <input type="checkbox"/> N

If you have answered no to Q4, please complete section 8, and ensure that it is your address details that are included in section 1 of this form.

If you have answered yes to Q4, please complete the declaration below

Please complete the declaration below:

I am/am not authorised by the other trustees to made this application collectively on behalf of the trustees of the Scheme [delete as applicable]

5. Matter for Review

Please tick one of the boxes

<input type="checkbox"/> The amount of the pension protection levy *
<input type="checkbox"/> A decision to waive interest in respect of the pension protection levy, or the failure to make any such determination.
<input type="checkbox"/> A decision that the scheme is an eligible scheme (note 4)
<input type="checkbox"/> A decision in respect of a formal application for levy waiver (note 4)
* If your review application concerns an Experian Appealable Score, please provide the Experian appeal reference number in the box below: <input type="text"/>

6. Grounds for Review

Please set out the grounds on which you are requesting a review of the matter set out in section 5 (note 5)

Please note that a review in respect of the amount of the pension protection levy is a review of whether in calculating of the levy the Board has properly applied the rules set out in the Levy Determination (note 6). Please note that issues around the underlying policy or formula for calculating the pension protection levy are not reviewable matters and cannot be addressed through the review process.

If you are seeking a review because the levy has been calculated based on information provided to the Board or the Pensions Regulator that you believe is incorrect, please outline the circumstances in which the incorrect information was provided.

Please indicate whether you have enclosed supplementary pages or attachments with this application form

Y N

Corrections

Have you included information in this application, which in your view serves to correct information held by the Board.

<input type="checkbox"/> Y	<input type="checkbox"/> N
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If yes, please tick to confirm you are also making the following declaration:

<input type="checkbox"/> “I declare that I am authorised to submit this information on behalf of the scheme trustees/managers and that the information in question serves to correct data previously provided to the Board (or the Pensions Regulator on the Board’s behalf) in the belief that it was correct, but which in fact was incorrect at the time when it was provided.”
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Please be aware that the Board is under no obligation to take this information into account, and will not generally do so. Please refer to section 3 of the leaflet “A Guide to the Pension Protection Fund Levy” which accompanied your invoice for more information on the Board’s policy on data corrections.

7. Attestation

Applicant’s Signature:	
Date:	

8. Representation Details (complete only if you answered no to Q4)

If you are not a trustee of the Scheme, you must be appointed by the trustees of the scheme as their representative for the purpose of this application to empower the Board of the Pension Protection Fund to take the review application forward.

Please complete either part A or Part B of this section if you are representing the trustees of the Scheme.

Part A

I enclose a copy of the written authority from the trustees of the Scheme authorising me to represent them for the purpose of this application.

Part B

I appoint the person named in section 1 of this form to act as the trustees' representative in this Application and I have the authorisation of the trustees of the scheme to make this appointment

Signature of Trustee:	
Name of Trustee (please print):	
Address of Trustee:	
Date:	



Once you have completed this form, please send it to:

By Post

Reviews Team
Pension Protection Fund
Renaissance
12 Dingwall Road
Croydon
CR0 2NA

By Email

Reviews@ppf.co.uk

If you submit your form by email you must also send a hard copy to the postal address above

Notes

1 The requirements for a review application are set out in the Pension Protection Fund (Review and Reconsideration of Reviewable Matters) Regulations 2005.

2 A request for review of the amount of the pension protection levies must be made within 28 days of the date of issue of the invoice. From the 2007/08 levy year onwards, the date on which the 28 day period to request a review expires will be stated on the front page of the levy invoice. The time limits for review applications are set out more generally in the Pension Protection Fund (Review and Reconsideration of Reviewable Matters) Regulations 2005.

Where the application is regarding a levy waiver or eligibility decision, or a decision as to whether to waive levy interest or the failure to make such a decision, the request must be made within 28 days of the date of that decision.

3 Under the Schedule to the Pension Protection Fund (Review and Reconsideration of Reviewable Matters) Regulations 2005, the only person(s) who may apply for a review of the amount of a levy invoice, a decision as to levy waiver eligibility or a decision as to whether to waive levy interest or the failure to make such a decision, are the trustees or manager in relation to the scheme.

For these purposes “trustees and managers” is defined under section 124 of the Pensions Act 1995 to mean “in the case a trust based scheme the trustees and in any other case the managers.”

4 You may also apply for a review where the Board has failed to make a decision in respect of eligibility or in response to a formal application for levy waiver.

5 It is recommended that applicants consult the Levy Practice Guidance, available on the Pension Protection Fund’s website, and the information on the Board’s website as to levy interest, before setting out their grounds for review.

6 The Board’s Determination under section 175(5) of the Pensions Act 2004 of the pension protection levies for the relevant levy year must be applied to the relevant facts relating to each scheme. When calculating the amount of the levies, there is no discretion to depart from the terms of that Determination. Copies of the Board’s Determinations under section 175(5) are available on the PPF website.