

**Application to the Reconsideration Committee for  
reconsideration of 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 and the publication “How we deal with your concerns”. It is important you read this information as there are a number of formal requirements which must be met before the Reconsideration Committee will reconsider a case and issue a reconsideration 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 reconsidered. (note 2)

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

**1. Your Details**

<b>Title:</b>	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

**2. Pension Scheme details**

<b>Name of Pension Scheme:</b>	
<b>Pension Scheme Registration Number:</b>	

### 3. Invoice Details

Invoice Number:	
Date of Invoice:	

### 4. Review Details

Review Reference Number:	
Date of Review Decision:	

### 5. Applicant's status

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

<input type="checkbox"/> Y	<input type="checkbox"/> N
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*If you have answered no to Q5, please complete section 9*

*If you have answered yes to Q5, please complete the declaration below*

Please complete the declaration below:

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

## 6. Matter for Reconsideration

Please tick one of the boxes

- The amount of the pension protection levy \*
- A decision that the scheme is an eligible scheme (note 4)
- A decision in respect of a formal application for levy waiver (note 4)
- A decision in respect of a decision to charge interest on late payment of pension protection levy (note 4)

\* If your reconsideration application concerns an Experian Appealable Score, please provide the Experian appeal reference number in the box below:

## 7. Grounds for Review

Please set out the grounds on which you are requesting a review of the matter set out in section 6

Please note that reconsideration of the amount of the pension protection levy is a stage two 2 review of whether in calculating of the levy the Board has properly applied the rules set out in the Levy Determination (note 5). 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 reconsideration process.

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

<input type="checkbox"/> Y	<input type="checkbox"/> N
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## 8. Attestation

<b>Applicant's Signature:</b>	
<b>Date:</b>	

## 9. Representation Details (complete only if you answered no to Q5)

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 Reconsideration Committee to take the reconsideration 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 part 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

<b>Signature of Trustee:</b>	
<b>Name of Trustee:</b>	
<b>Date:</b>	

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

**By Post**

Reconsideration Committee  
C/o the Board Secretary  
Pension Protection Fund  
Renaissance  
12 Dingwall Road  
Croydon  
CR0 2NA

**By Email**

[reconsideration@ppf.co.uk](mailto:reconsideration@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 reconsideration application are set out in the Pension Protection Fund (Review and Reconsideration of Reviewable Matters) Regulations 2005.

2 A request for reconsideration must be made within 28 days of the date of the review decision.

3 Under *paragraph 19* of the Schedule to the Pension Protection Fund (Review and Reconsideration of Reviewable Matters) Regulations 2005, the only person(s) who may apply for reconsideration are the trustees or manager in relation to the scheme or their appointed representative.

**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 reconsideration where the Board has failed to make a decision in respect of eligibility or in response to a formal application for levy waiver or levy interest waiver.

5 In giving a reconsideration decision, the Board’s determination under section 175(5) of the pension protection levies for the relevant financial 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.