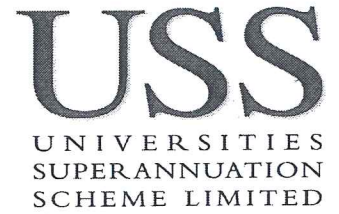


INTERNAL DISPUTE RESOLUTION
APPLICATION FORM – IDR1
INITIAL APPLICATION



Part 1

Details of scheme member/prospective member

Full name	
Address	
Date of birth	
National insurance No.	
USS employer	
Are you a member of USS?	YES/NO

Part 2

Details of person making the complaint (if not member/prospective member)

To be completed only if the person making the complaint "has an interest in USS" – please refer to the IDR procedure and the notes at the end of this form.

Full name	
Address	
Date of birth	
Relationship to member	

Part 3

Details of representative acting on behalf of the complainant (if any)

Full name	
Address	
Is this address to be used for correspondence?	YES/NO
Relationship to complainant	

Part 4

Details of the complaint

A statement of the complaint together with sufficient details to demonstrate why you are aggrieved must be provided in the space below (continue on a separate piece of paper if necessary).

COMPLAINANT'S SIGNATURE DATE
(Not required if complaint is in respect of a child)

REPRESENTATIVE'S SIGNATURE DATE
(if appropriate)

Please return the completed form with copies of any supporting documents to:

Pensions Operations Manager
Universities Superannuation Scheme Limited
2nd Floor
Royal Liver Building
Liverpool
L3 1PY

Notes:

A person who has “an interest in USS” (as defined under relevant legislation) may use the IDR procedure.

The current relevant legislation provides that “persons with an interest in the scheme” are:

- (a) members, deferred members and pensioner members of USS (Members);
- (b) widows, widowers, surviving civil partners or dependants of a deceased Member;
- (c) a person who is not a dependant of a deceased Member but who is entitled to a payment from USS on the death of the deceased member;
- (d) prospective Members;
- (e) a person who has ceased to be a person who qualifies under paragraphs (a) to (d) above; and
- (f) a person who claims to qualify under paragraphs (a) to (e) above and the dispute relates to this issue of qualification.

It is important to note that:

- any person who does not satisfy the definition above will not be eligible to use the IDR procedure; and
- even if a person satisfies this definition:
 - certain disputes are exempted (eg where proceedings in respect of that matter have been referred to any court or tribunal);
 - the matter must be between the person and USS Ltd – the IDR procedure does not deal with issues between a person and their institution/employer; and
 - the person may only bring a dispute which directly arises out of that person being a person with an interest in the scheme.