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## NOMINATE SOMEONE TO DISCUSS YOUR BENEFITS

You can nominate someone to act on your behalf when you have to contact the administrators: by using 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 your “agent”; they can’t change anything, but they can explain things.

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

**BCSSS, PO Box 555, Stead House, Darlington, DL1 9YT**

### Section 1: Member details & declaration

(This section must be completed & signed by the member)

**Full name of member**

**Pension reference number**

**National Insurance number**

**Declaration**

I request the Scheme Administrator to discuss or explain my pension benefits with the additional contact named below (my ‘agent’). My pension should still be paid to me, but I authorise the person named in Section 2 overleaf to discuss my benefits in the Scheme.

**To be signed by the member**

**Date**

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## Section 2: Agent details

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 of my agent**

**Full address of my agent**

**Declaration of agent**

I confirm that I am happy to act as an agent on behalf of the member overleaf, for his/her BCSSS pension benefits. I will ensure that the member is made aware of the content of all discussions and will treat any information I receive as confidential, i.e. only to be discussed with the member.

**Signature of agent**

**Date**

This form will be scanned and held electronically and securely by the Scheme's Administrator under the terms of the General Data Protection Regulation and will only be made available to persons entitled to view it.

**Contact the Scheme Administrator:**

Telephone: **0333 222 0074**

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