# Help using this Veterans UK PDF form

**About this form**

- **You must download and save this form to your computer before using it**
- You can save data typed into this PDF form if you use the latest version of **Adobe Acrobat Reader**
- To download the latest version of Adobe Acrobat Reader free of charge go to the Adobe website
- This means that you do not have to complete this form in one session

**Helpful information for using this form**

- Save the form to your computer
- After completion print the form
- Sign the form in black pen
- Post the form using the address given
- **If you have an enquiry for the Armed forces Pension Scheme, please call the JPAC Enquiry Centre on 0800 085 3600 or email DBS-PensionsHelp@dbspv.mod.uk**

**The form will not save in**

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview on a Mac or Foxit on a PC

**We have been made aware of issues when using Apple products such as Iphones and Ipads to complete this form.**

**You may be unable to save or re-open it due to updates to Apple products since this form was created.**

**Work is being undertaken to transform our forms and systems but until this is complete, we ask that you find an alternative device, if possible, or print the form and complete it by hand.**

**PLEASE NOTE YOU MUST SIGN THIS FORM USING A BLACK PEN. WE CANNOT ACCEPT THIS FORM BY EMAIL**

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Ministry of Defence

**Armed Forces and Reserve Forces Pension Schemes**

**Nomination/ Revocation of Death Benefit (AFPS05/RFPS05/AFPS15)**

**Important Information:**

**Submit this form if you wish to make a nomination to an organisation or to someone who is not your spouse, civil partner or eligible partner.**

**Under the rules of the Armed Forces Pension Scheme (AFPS) 05, the Reserve Forces Pension Scheme (RFPS) 05 and the AFPS 15, if you die without making a valid nomination, your lump sum will normally be paid to your spouse, civil partner or eligible partner. If you are a member of AFPS 05 or RFPS 05, and are not married or in a civil partnership, it will go to your personal representatives/estate. If you are a member of AFPS 15, it will go to an eligible dependent.**

**Completing a Service (or other) Will does not entitle beneficiaries of that Will to receive your death in service lump sum. You need to complete a nomination form to ensure that the lump sum goes to the right person(s) and/or organisation.**

**You are responsible for keeping your nomination form up to date so that it takes account of changes in your personal circumstances. These might include: divorce, legal separation, the death of someone you have nominated, or the birth of a child. If you are separated from your spouse or civil partner and you have not changed your nomination form, they will still receive your lump sum payment.**

**This form must be sent by post. Copies received by e-mail will not be accepted.**

**Part A – Your Details**

First Name

Surname

Email Address

Service Number

Date of Birth (dd/mm/yyyy)

Address

Postcode

National Insurance Number

Telephone Number

**Part B – Nomination of Benefit (Please tick the appropriate box)**
**Important Note -** You cannot nominate lump sum payments from AFPS75 or FTRS97. If your pension is from any other Armed Forces Pension Scheme, you can use this form to make nominations for receipt of lump sums from those schemes, even if they include benefits from AFPS75 or FTRS97. The percentage of pension you opt to nominate as a lump sum will be applied to each and all of the pension schemes you are a member of with the exception of AFPS75 and FTRS97.

I wish to nominate my Death Benefit Lump Sum in the event of my death ☐

I wish to nominate my Deferred Pension Lump Sum in the event of my death before the Deferred Pension Benefits come into payment ☐

I wish to revoke any previous nomination and replace with that detailed below. ☐

**Part C – Nominee Details**
**Please note:** Nominees must be an existing contact on JPA.
Please add nominee(s) to your JPA contacts before submitting this form. To include additional nominees use the form at Part H.

If you do not have access to JPA please tick box ☐

First Name

Surname

Relationship

Address

Postcode

Organisation Nominated

Percentage %

Is this person your legal next of kin? ☐ Yes ☐ No

Is this person your additional nominee? ☐ Yes ☐ No

Is this nominee to be provided with communications from the Service Welfare Organisations? ☐ Yes ☐ No

**Part D - Data Protection**

**How the MOD collects and uses personal information**

The Ministry of Defence (MOD) is committed to protecting the privacy and security of your personal data and the MOD Privacy notice explains your rights and provides information that you are entitled to under UK data protection legislation. It is important that you read this notice, together with any other privacy notice that may be provided when we collect or process personal information about you so that you are aware of how and why we are using such information. The MOD Personal information charter contains the standards you can expect when we ask for, hold, or share your personal information and your rights under the law.

**Part E - Declaration**

**I confirm** that

- the information I have given is accurate and complete to the best of my knowledge and belief.
- this supersedes any previous nomination that I have made.

**Remember – You must sign this form yourself if you can, even if someone else has filled it in for you. If a representative who acts as a Power of Attorney or Appointee for the claimant is signing this form, they must enclose evidence to show that they are the legal representative.**

**Part F - Consent for email correspondence**

Veterans UK is happy to conduct correspondence with customers via a nominated email address if that is their preference. There are some types of personal information we would not be able to include in an email correspondence, which are listed below:

- I authorise Veterans UK of the MOD to use email whenever possible in its correspondence with me via my nominated email address shown on the front of this claim form. I accept that the information may include my personal details excluding bank account numbers, National Insurance number, medical details and any other information that could compromise my identity.
- I understand that correspondence transmitted by email may be open to abuse because it is transmitting over an unsecured network. I accept that the MOD will not be liable for any loss, interception or unauthorised use of information transmitted this way. I am content for Veterans UK to correspond with me from the email address shown at the front of this claim form.

Do you wish to correspond via email? ☐ Yes ☐ No

**Part G – Signature of Applicant**

☐ I have ☐ I have not completed a continuation sheet

Signature

SIGN IN BLACK PEN AFTER PRINTING

Date

Fully completed and signed forms should be sent to:
**Veterans UK, Pension Team, MP 330, Kentigern House, 65 Brown Street, Glasgow G2 8EX**

**Part H - Continuation sheet**

**PLEASE NOTE - THIS FORM MUST BE RETURNED BY POST.**
**Copies received by e-mail will not be accepted**

**Part A – Your Details**

First name

Surname

Service Number

**Part B – Additional Nominee Details**

First Name

Address

Surname

Postcode

Relationship

Organisation nominated

Percentage %

Is this person your legal next of kin? Yes No

Is this person your additional nominee? Yes No

Is this nominee to be provided with communications from the Service Welfare Organisation? Yes No

First Name

Address

Surname

Postcode

Relationship

Organisation nominated

Percentage %

Is this person your legal next of kin? Yes No

Is this person your additional nominee? Yes No

Is this nominee to be provided with communications from the Service Welfare Organisations? Yes No

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Ministry of Defence

**Veterans UK**
MP330
Kentigern House
65 Brown Street
Glasgow
G2 8EX

Freephone 0800 085 3600

***With compliments***

Your AFPS Form 2 dated / / has been received

Name

Address

Service Number