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

The form will not save in

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview 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

Intentionally left blank

War Pension and Armed Forces Compensation Scheme
Notice of Appeal

You should use this form to appeal against a decision notified to you by Veterans UK. Where we are asking for more information, the **Guidance Notes at page 7** should help you provide the information we need.

Section 1 - About you

Mr/Mrs/Miss/Ms/Dr/Rev/Other (Please Specify)

First name

Surname

Contact address

Postcode

Correspondence address

Postcode

Important – Please tell us if your address or telephone number changes

Date of birth

National Insurance Number

AFCS Member number (if applicable)

Daytime telephone number

Mobile telephone number

Email address

Section 2 - About your representative

This section is about your representative (if you would like to nominate one). By representative we mean someone acting on your behalf in a formal capacity.

Do you wish to nominate a representative ☐ Yes ☐ No

If **No** please go to **section 3**

For office use only: Date of Issue

Section 2 - About your representative continued

Name of organisation or person representing you

Telephone number

Contact address

Postcode

Email address

Section 3 - About the decision you are appealing against

What is the date of the decision letter you wish to appeal against?

Please try to include a copy of the decision notice you wish to appeal. If you do not do so, it may delay progress on your appeal whilst we ask you for further information.

☐ Please tick this box to confirm that you have attached a copy of the decision notice with your appeal form.

Section 4 - About your appeal

Grounds for appeal

In this section we need to know why you are appealing. Please tell us in your own words the reasons why you disagree with the decision. (Please continue on a separate sheet if necessary. Please write your name and National Insurance number/member number on any additional sheets).

☐ The refusal of an award or level of entitlement

☐ The level of an award (% assessment or rate of allowance if less than the maximum or tariff level)

☐ The date from which an award starts

☐ Changes to the amount (increased/reduced/ stopped) or period of an award

☐ The label (medical name given for a claimed condition)

☐ Other

Section 4 - About your appeal continued

If your appeal relates to a claim under the Armed Forces Compensation Scheme, have you asked the Secretary of State to look again at the decision (we call this a Reconsideration)? (See guidance notes). ☐ Yes ☐ No

According to the law, your appeal must be received by the Tribunal no later than twelve months from the date the decision letter was sent to you. If your appeal is received after this date, it is a late appeal, and the Tribunal will need to know why it is late. **If you live in Scotland or Northern Ireland, please indicate which of the prescribed circumstances (see guidance notes) are relevant and if the appeal has been brought as soon as reasonably practicable in the circumstances.**

Is your appeal late? ☐ Yes ☐ No

If **Yes**, you must give reasons below why your appeal is late. See guidance notes

Section 5 – Your declaration and signature

Remember
You must sign this form yourself if you can – even if someone else has filled it in for you in order for it to be valid. If you have named a representative in section 2, your signature will also give your authority to the Tribunal Service and Veterans UK to discuss your case should they contact us on your behalf.

I confirm that if I have signed a UKSF confidentiality contract I have been careful not to make unauthorised disclosures. I have sought advice from the disclosure cell and have EPAW to make such statements.

I confirm that the information I have given is true to the best of my knowledge and belief.

Service Status

☐ Still serving ☐ Left service

☐ Proposed discharge date (if known)

Signature

Please sign the form here in black pen after printing

Date

Section 6 - Declaration (Designated person/Power of Attorney to complete)

This section is for people who are making an appeal on behalf of someone they have a legal responsibility for. This might be a person who has been appointed by a court to look after the affairs of another adult.

You may only sign this form on the appellant's behalf if they are under age 16 or are prevented by mental or physical infirmity from acting on their own behalf.

If you are signing this form on behalf of the appellant, please complete your name and address and state your qualification for acting on behalf of the appellant.

I am signing this form as the appellant's official appointee.

Surname

Other names

Contact Address

Postcode

Qualification

Signature

Please sign the form here in black pen after printing

Date

Section 7 - Email consent

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. The exclusions are listed below; if you would like to be contacted this way, we need you to complete the details below, sign and date the form and return to us.

Full Name

Contact Address

Postcode

Email Address

Section 7 - Email consent continued

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.

Signature

Please sign the form here in black pen after printing

Date

Note: If at any time in the future your email address should changes then a new authorisation form will need to be completed and submitted to Veterans UK at the address on the front page. Failure to notify changes will result in Veterans UK's refusal to release documents through the internet.

Checklist

- ☐ I have signed the form **(section 5 or 6)**
- ☐ I have given grounds for my appeal **(section 4)**
- ☐ I have included a copy of the notice of decision I wish to appeal (**section 3**)
- ☐ I have signed the Email consent at **section 7** (if required)
- ☐ If I live in England and Wales and my decision was notified on or before 5 April 2023, I will return my appeal form to: Veterans UK, Tomlinson House, Norcross, Thornton-Cleveleys, FY5 3WP
- ☐ If I live in England and Wales and my decision was notified on or after 6 April 2023, I will return my appeal form to: War Pensions and Armed Forces Compensation, PO Box 11206, Loughborough, LE11 9PT
- ☐ If I live in Northern Ireland, I will return my appeal form to: Veterans UK, Tomlinson House, Norcross, Thornton-Cleveleys, FY5 3WP
- ☐ If I live in Scotland, I will return my appeal form to: Pensions Appeal Tribunal Scotland, Edinburgh Tribunals Centre, Level 6, 27 Chambers Street, Edinburgh, EH1 1LB

How the Pensions Appeal Tribunals collect and use personal information

Scotland and Northern Ireland

The Pensions Appeal Tribunals (PAT) are committed to protecting the privacy and security of your personal information and ensuring that all your personal data is processed in accordance with UK data protection legislation.

Further information can be found at the following websites about the way the Tribunals process your data.

Scotland:
https://www.patscotland.org.uk/node/73

Northern Ireland:
https://www.justice-ni.gov.uk/sites/default/files/publications/justice/Privacy%20Notice.pdf

England and Wales

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings. For details of the standards we follow when processing your data, please visit the following address:

https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter

To receive a paper copy of this privacy notice, please call 0203 206 070.

Guidance Notes

About this form

This form helps you provide all the information the Tribunal requires to legally lodge your appeal.

If I live in England and Wales and my decision was notified on or before 5 April 2023, I will return my appeal form to: Veterans UK, Tomlinson House, Norcross, Thornton-Cleveleys, FY5 3WP

If I live in England and Wales and my decision was notified on or after 6 April 2023, I will return my appeal form to: War Pensions and Armed Forces Compensation, PO Box 11206, Loughborough, LE11 9PT

If I live in Northern Ireland, I will return my appeal form to: Veterans UK, Tomlinson House, Norcross, Thornton-Cleveleys, FY5 3WP

If I live in Scotland, I will return my appeal form to: Pensions Appeal Tribunal Scotland, Edinburgh Tribunals Centre, Level 6, 27 Chambers Street, Edinburgh, EH1 1LB

Further guidance is available to you:

- In England and Wales, a leaflet can be obtained by visiting www.justice.gov.uk and searching for the War Pensions & Armed Forces Compensation Appeals, First-tier Tribunal Explanatory Leaflet
- In Scotland help is available from www.patscotland.org.uk in the form of Frequently Asked Questions
- In Northern Ireland by linking to the Pensions Appeal Tribunal from www.courtsni.gov.uk

You must complete sections 1, 3, 4 and 5. The information below will help you.

If you would like to nominate a representative, you must complete **section 2.**

If you are appealing on behalf of someone, who a court has appointed you to act for; you must also complete **section 6.**

Useful websites:
www.rafa.org
www.ssafa.org.uk
www.rblscotland.com
www.britishlegion.org.uk
www.gov.uk/government/organisations/veterans-uk

Useful Addresses			
Veterans UK Tomlinson House Norcross Thornton-Cleveleys FY5 3WP	War Pensions and Armed Forces Compensation PO Box 11206 Loughborough LE11 9PT	Pensions Appeal Tribunal Scotland Edinburgh Tribunals Centre Level 6 27 Chambers Street Edinburgh EH1 1LB	Pensions Appeal Tribunal 2nd Floor Royal Courts of Justice Chichester Street Belfast BT1 3JF
Telephone Numbers			
0808 1914 2 18	0330 808 4458	0131 271 4340	028 9072 4857

About your decision

You must use this form if the decision which you wish to appeal is a decision made by the Secretary of State as administered by Veterans UK.

You can appeal against:

- The refusal of an award or level of entitlement
- The level of an award (% assessment or rate of allowance if less than the maximum or tariff level)
- The date from which an award starts
- Changes to the amount (increased/reduced/stopped) or period of an award and
- The label (medical name given for a claimed condition)

Section 1 - About You

Please provide your personal and contact details. If you are appealing about a decision made under the Armed Forces Compensation Scheme (AFCS) please provide your Member Number if known (this is the reference number provided by AFCS when answering your claim).

If you are currently serving, please provide a correspondence address for use during periods of deployment. Please tell us at the time of appealing which address you would like us to use to send things to you. You may get in touch with us or with Veterans UK at the addresses or telephone numbers above at any time to change this.

All members of HM Forces who have been a member or in support of UKSF (since 1996) have been required to sign a non-disclosure contract and they have to seek Express Prior Authority in Writing (EPAW) prior to disclosing to a third party. If you are unsure, email the Disclosure department for further guidance: MAB-J1-Disclosure-ISA@mod.uk

Section 2 - About your representative

You may nominate a representative to help and support you with your appeal. This might be someone from an organisation such as the Royal British Legion, Royal Air Force Association, Soldiers, Sailors, Airmen and Families Association or Citizens Advice Bureau. These organisations offer their help free of charge to all; you do not have to be a member of the organisation you choose. You may wish to nominate a friend or other advisor or a solicitor which would be at your own cost. Your representative does not have to be legally qualified. If you name a representative on this form and give your signature at Section 5 or Section 6 (if you are acting on behalf of someone else) Veterans UK and the Tribunal can then communicate with them and you about your appeal.

Depending on who you nominate, your representative may contact you before the hearing is arranged to discuss your case. They will be sent a copy of your appeal documents known in England and Wales as the Response, in Scotland and Northern Ireland the Statement of Case. This document contains information given in your claim and the evidence used to make the decision under appeal such as medical reports which you may regard as confidential. You are encouraged to contact your representative as soon as possible to discuss the Response/Statement of Case and to prepare for the hearing.

If you would like a representative but have not yet decided who to nominate, you should still submit your appeal and tell us at a later stage when you have a representative. You must do this in writing. This is because we need your written consent to take instructions from a person acting on your behalf.

Section 4 - About your appeal

If the decision you are appealing was made under the Armed Forces Compensation Scheme (AFCS), you may have asked the Secretary of State to look again at your claim after you received notification of the decision. This is called a reconsideration. Please indicate whether you have already done this.

If your appeal relates to a claim made under the War Pension Scheme, please leave this question blank.

You must appeal within 12 months of the date of your decision letter. If your appeal is late, you must give an explanation why. The Tribunal will consider your reasons and may extend the time limit up to a further twelve months for you. It is not possible to extend the time limit beyond this. If you do not give reasons why your appeal is late, your appeal form may be sent back to you. Veterans UK have the right to object to a late appeal. The Tribunal will consider any objections Veterans UK make and let you, any nominated representative and Veterans UK know the outcome.

Section 4 - About your appeal continued

If you live in Scotland or Northern Ireland, you will have to meet one of the prescribed circumstances in order for the Tribunal to allow your appeal to proceed:

The prescribed circumstances are as follows:

(a) where the main cause of non-compliance with the time limit was –

(i) the death or serious illness of the claimant or a spouse or dependant of the claimant;
(ii) the disruption of normal postal services;
(iii) failure on the part of the Secretary of State to notify the claimant of the decision; or
(iv) exceptional circumstances applying to the claimant which rendered it impracticable for the claimant to bring the appeal or to instruct another person to bring it;

and

(b) the appeal was in any event brought as soon as was reasonably practicable in the circumstances of the case.

Section 5 - Your declaration and signature

By signing this appeal form you are lodging your appeal to the Tribunal and confirming the declaration you signed to the MOD when you completed your initial claim form.

Section 6 - Declaration (Designated person/Power of Attorney to complete)

This section should be completed if you are submitting the appeal application on behalf of a person you are acting for.

Power of Attorney

To enable people, while they are mentally capable, to nominate someone to deal with their affairs for them, after they become mentally incapable.

England and Wales

General or Ordinary Power is authorised under section 10 of the Power of Attorney Act 1971. This gives an Attorney full authority to handle the financial affairs of the individual. It is only valid if the individual is mentally capable.

Enduring Power of Attorney (granted under the Enduring Power of Attorney Act 1985) is intended to continue when the individual loses mental capacity. To be valid an EPoA must have been made before 1 October 2007.

With the introduction of the Mental Capacity Act 2005, which became effective on 1 Oct 07 no new EPoAs can be made. It has been replaced by a Lasting Powers of Attorney **(**LPA) which enables an individual to give authority to someone to manage their personal, property and financial affairs. The document is drawn up while the individual is mentally capable and enables them to choose whether the authority will operate during their lifetime **or** only if they become incapable of managing their own affairs. For it to be valid a LPA must be registered with the Office of the Public Guardian.

Scotland

The Adults with Incapacity (Scotland) Act 2000 provides that the Courts can appoint guardians or financial guardians to deal with the affairs of the individual. Prior to 31 Mar 02 the Courts appointed a Curator Bonis or Tutor.

Northern Ireland

Enduring Power of Attorney can be granted to enable people, while they are still capable to nominate someone to deal with their affairs for them. An Enduring Power of Attorney made on or after 10 Apr 89 must be made as prescribed in the Enduring Powers of Attorney Regulations (Northern Ireland 1989)

Please ensure a copy of the appropriate certificate of Power of Attorney is sent to Veterans UK.

Section 7 - Email Consent

Please ensure you send any **additional evidence** you wish to rely on for your appeal to Veterans UK as soon as possible to avoid any delays arranging the hearing date.

Additional Notes

Please ensure you send any **additional evidence** you wish to rely on for your appeal to Veterans UK as soon as possible to avoid any delays arranging the hearing date.

Please review the check list before returning your appeal form.