

## Pension Query Form

## Notes for completion

### 1. Details of your query

Please give all the information that you consider relevant to the issue being discussed when submitting your query. This will reduce the need for us to request additional information from you, which can create unnecessary delay.

If you have already submitted the query by email please give full details including date and contact details.

If your query is a hypothetical query, please provide further information as to what affect this query has, for example software programming.

**Please ensure before submitting your query you have checked [www.fpsregs.org](http://www.fpsregs.org), the [bulletins](#) and the most recent actions summary from the [technical meetings](#).**

### 2. Area of uncertainty / challenge

Please signpost in your query where the uncertainty or challenge lies and why the guidance used in your research was unable to resolve your query. For example conflicting guidance or inconsistencies

### 3. Proposed solution

Tell us how you have or intend to treat this situation based on your current understanding.

### 4. Research undertaken: Relevant legislation, HMRC guidance, relevant websites, historical background (circulars or technical meeting minutes), legal advice [Include links]

You will need to show that you have researched the query and outline the sources used.

Please ensure links to the relevant legislation are included, do not just quote regulation numbers.

All fire scheme regulations can be found [here](#)

**5. Indication of amounts (£) involved**

When submitting your query, please give an indication of the potential costs involved if known

**6. Timescales involved**

Please tell us about any timescales you want us to be aware of. Please indicate whether this query can wait until the next technical meeting.

We cannot guarantee an answer within your timescales, however we aim to reply to your query within 28 days of receipt. If we cannot reply with a full response within 28 days, we will let you know and tell you when you can expect to receive a full reply from us.

**7. Other supporting evidence**

Please provide any documentation to help us respond to your query effectively. Please signpost key data to enable us to concentrate on the relevant facts.