



UKSPP

# Internal Dispute Resolution Procedure (IDRP)

## Who is this factsheet for?

This factsheet is for members of the UK Shell Pension Plan (UKSPP) who want to make a formal complaint about a decision that has been made in relation to their pension, or about the service that they have received from the Trustee.

## Background

In accordance with Section 50 of the Pensions Act 1995, UK Shell Pension Plan Trust Limited (the "Trustee") has approved the following procedure for resolving disagreements that may arise between itself and any actual or potential beneficiaries of the UK Shell Pension Plan (UKSPP).

## Disputes covered by the procedure

The procedure only relates to matters for which the Trustee is directly responsible; matters which are at the Employing Company's discretion must be referred back to the Employing Company. The types of benefit which are at the Employing Company's discretion are the granting of early pensions for members still in service with the Company.

Complaints may be lodged under the procedure by:

- any employed member, or deferred member of the UKSPP;
- any employee who is potentially a member of the UKSPP;
- any qualifying spouse/dependant of a former member; or
- anyone who ceased to be in one of the above categories in the previous six months.

A complaint may be made by someone who is nominated by the complainant to act on their behalf. If a complainant is incapable of acting for themselves, the complaint may be made by their personal representatives.

The procedure does not cover complaints in respect of former members, who have transferred their benefits from the UKSPP more than six months before, or complaints

which are subject to specific investigation by the Pensions Ombudsman or where proceedings have begun in a court or a tribunal.

## **The Internal Dispute Resolution Procedure (IDRP)**

All complaints must be made in writing on a "Notice of Complaint" form and returned to the Scheme Secretary of the Trustee who has been nominated by the Trustee to investigate any complaints. The Scheme Secretary will respond within two months with either a decision or reasons for any delay and an estimated date for the decision to be provided. The response will set out the basis of the Secretary's decision, with reference to the appropriate Regulations of the Fund or legislative requirements.

If the complainant is dissatisfied with the decision, they must write within six months to the Chair of UK Shell Pension Plan Trust Limited, giving details of the original complaint and an explanation of why they disagree with the decision made.

The matter will then be considered by a Committee of the Trustee which shall consist of two Directors (and which may consist of different Directors on any occasion on which it acts). Within two months, the complainant will receive a response with either the Trustee's decision or reasons for any delay and an estimated date for the decision to be provided.

Details of all formal complaints and the decisions of the Secretary and the Committee of the Trustee are reported to the full Trustee Board.

## **Subsequent Action**

If the complainant is dissatisfied with the decision of the Committee of the Trustee, they can then pursue this with The Pensions Ombudsman. The Pensions Ombudsman deals with complaints and disputes which concern the administration and/or management of occupational and personal pension schemes.

## **Contact details**

To request a Notice of Complaint form from the Secretary or to contact the Chair of UK Shell Pension Plan Trust Limited.

Email: [SI-UKSPP-Trustee@shell.com](mailto:SI-UKSPP-Trustee@shell.com)

Write to: Trustee Services Unit, Shell International Limited, Shell Centre, London, SE1 7NA

To contact the Pensions Ombudsman

Tel: 0800 917 4487

Website: [www.pensions-ombudsman.org.uk](http://www.pensions-ombudsman.org.uk)

If you have general requests for information or guidance concerning your pension arrangements, contact:

The Money and Pensions Service (MAPS) Tel: 0800 138 7777

Website: <https://moneyandpensionsservice.org.uk/>