



Alstom Pension Scheme

2006 Defined Benefit Section

► Applying for ill-health early retirement - APS 12

Please use this form to apply to the Trustee for ill-health early retirement. Please complete this side of the form and pass it to your local Human Resources department.

Personal details

Please use BLOCK CAPITALS

National Insurance No:

--	--	--	--	--	--	--	--	--

Surname: Title: Sex:

First names: Marital status:

Home address:

..... Postcode:

Employing Company:

Employment location:

Expected date of leaving:

--	--	--	--	--	--

 Date of birth:

--	--	--	--	--	--

Nature of employment:

Medical references

General Practitioner

Name:

Address:

.....

Telephone No:

Specialist

Name:

Address:

.....

Telephone No:



Alstom Pension Scheme

2006 Defined Benefit Section

► Applying for ill-health early retirement - APS 12

Authorisation to obtain Medical Information and Data Protection Act 1988 Notice

I authorise ALSTOM Pension Trust Limited (“the Trustee”) and/or the Trustee’s Independent Medical Adviser (Capita Health Solutions) to obtain from my General Practitioner and specialist(s) any information including medical information required to assist in reviewing my fitness for employment. I understand that my immediate Alstom employer and/or ALSTOM Limited may see any such report.

I agree that the Trustee may hold and process such personal information as is necessary for it to discharge its duties in respect of the Scheme and, in particular, this application for Ill Health Early Retirement. This data which may include sensitive personal data regarding my health may be shared with my immediate Alstom employer and/or ALSTOM Limited, and the Trustee’s advisers, but not limited to, Capita Health Solutions and Alstom Pension Scheme Trustee Administration.

I have read and understand my Rights under the Access to Medical Reports Act 1988 as described below.

Do you wish to see a report prepared by your General Practitioner or specialist(s) before it is supplied?

Yes No

Signature: Date:

Notes on Employee Medical Reports Act 1988

1. You can ask to see the medical report before Alstom UK Pensions/Capita Health Solutions (on behalf of the Trustee) receive it. This request for access can be made either:
 - a) to Alstom UK Pensions/Capita Health Solutions when you grant us permission to obtain it (in which case we will tell the doctor of your request, and let you know when we apply for the report); or
 - b) direct to the doctor at a later date, but before the report is supplied to Alstom UK Pensions/Capita Health Solutions.
2. If you ask to see the report:
 - a) you must contact the doctor to arrange access within 21 days of Alstom UK Pensions/Capita Health Solutions applying for the report, otherwise the doctor can give the report to us without showing it to you and without your consent. (Under 1(b) above you must contact the doctor within 21 days of notifying us that you wish to see the report);
 - b) having seen the report, you can ask the doctor (in writing) to amend anything which you think is incorrect or misleading. If the doctor does not agree, a statement of your views will be attached to the report at your request;
 - c) provided you have seen it, the report will not be given to us unless you give the doctor your consent;
 - d) you will be responsible for payment of your GP’s fee for the supply of a copy report (the cost of which should be ascertained from your doctor at the time of the request).
3. You will not be entitled to see any part of the report which:
 - a) the doctor believes could seriously harm your physical or mental health, or that of others;
 - b) indicates the doctor’s intentions in respect of you;
 - c) reveals information about another person, or the identity of someone who has given the doctor information about you (unless the person consents or is a health professional involved in your care).
4. The doctor will tell you why access to the whole or part of the report is refused. Your rights of amendment will apply only to the disclosed part of the report. The doctor will only give the report to Alstom UK Pensions/Capita Health Solutions with your consent.
5. You do not have to give Alstom UK Pensions/Capita Health Solutions permission to obtain a medical report. (However, the inability to obtain up-to-date medical information may affect the Trustee’s decision regarding your ill health early retirement application).
6. Even if you have elected not to see your GP’s report, you can change your mind later and ask your doctor to let you see a copy of it. However, you can only do this with six months of the date of Alstom UK Pensions/Capita Health Solutions’s request to your GP.



Alstom Pension Scheme

2006 Defined Benefit Section

▶ Applying for ill-health early retirement - APS 12

To be completed by Human Resources

Date sick pay started:

Date sick pay ends:

Member's Line Manager

Name:..... Telephone No:

Human Resources contact dealing with this request

Name:..... Telephone No:

Supporting documents

The following are enclosed:

- Member's job description
- Details of the member's sickness record over the previous 24 months
- A report from the member's General Practitioner, or Specialist, or company doctor (or from each of them if appropriate)

Please note: this application can only be considered if the above documents are enclosed.

Signed: Date:

Name:

Position: Unit:.....

**Please return this form to:
Alstom UK Pensions, Newbold Road, Rugby, CV21 2NH**