

What to do if you think this decision is wrong

If you still think this decision is wrong, you or someone who has the authority to act for you, can appeal to an independent tribunal. If you want to appeal, you must do so within one month of the date of this letter. Your appeal must be in writing and sent to Her Majesty's Courts and Tribunals Service (HMCTS).

We have sent you two copies of this Mandatory Reconsideration Notice, " one to be sent with your appeal and one for you to keep. Your appeal will not go ahead unless you include a copy of this notification with your appeal.

### **How to get an appeal form**

You can use the Tribunal's Notice of Appeal form to make your appeal. Using this form will help you to make sure that all the information the tribunal needs is included.

To download a copy of an appeal pack, which includes a Notice of Appeal form, go to:

HMCTS website [www.justice.gov.uk/tribunals](http://www.justice.gov.uk/tribunals), or  
[www.gov.uk](http://www.gov.uk)

### **The Appeal pack is also available from:**

Local Advisory services such as the Citizens Advice Bureau

You can also appeal by letter giving all the reasons for your appeal. But if any information is missing it may take longer to register your appeal and the Tribunal may have to contact you for further information.

Where to send your appeal

If you live in England or Wales, send your appeal to HMCTS, SSCS Appeals Centre, PO Box - 1203, Bradford BD1 9WP

If you live in Scotland send your appeal to HMCTS SSCS Appeals Centre, PO Box 27080, Glasgow G2 9HQ.

If you are currently living overseas, you should send your appeal to the HMCTS office which would normally handle your appeal based on:

Your point of entry into Great Britain if you have opted for an oral hearing; or

The place where you were previously resident in Great Britain if you do not intend to attend a Hearing.

### **Where to get more information**

You can get more information and advice on how to appeal from:

HMCTS website [www.justice.gov.uk/tribunals](http://www.justice.gov.uk/tribunals), or [www.gov.uk](http://www.gov.uk), or ask a local advisory service such as the Citizens Advice Bureau for independent support.