

System	Form	Document	Page	Author: [REDACTED]	Mod by: [REDACTED]
PSCS	NOTLAY	BR33M	1 of 4	Date: 11th February 2000	Mod on: 21/03/03
					Status:

**This form is now obsolete as Claims invitations are directed to WAPA and not produced by PSCS**

NOTIFICATION NAME : BR33M

The following pages contain layouts of the overlays used for printing this form. **This is a LASER LINE form.**

Page 1 and page 3 are printed on the front of the paper, pages 2 and 4 are printed on the reverse and contain no variable text.

The layouts are intended as a guide to the actual layout and format but cannot be relied on to be 100% accurate in their dimensions.

The line numbers represent the logical print lines on the printed sides. On the reverse sides they are for guidance only.

Page 3 is printed before page 1 so that they are enveloped correctly.

Output handling is controlled by OMRs and is described in operating instructions. In summary:-

OVb forms are not enveloped and no inserts are requested. Otherwise:-

A reply envelope RE833 is included from hopper 1,

a leaflet BR833 is included from hopper 2,

a Welsh leaflet BR833W may be included from hopper 3,

a BR33W welsh BR33 may be called in, and

an ACT leaflet is included from the folding station.

Hoppers 4, and 7 are not used by the GB version of this form. Hoppers 5, 6 & 8 are not used by either version.

Font switching has been removed from the HSP processing and is controlled by control sequences embedded in the variable inserts. This enables the application code to switch from the normal monospaced font, used to print the amounts etc, to either bold proportional or normal proportional fonts. This makes text inserts print in an identical manner to the background text from the overlay. The font MUST be switched back to normal mono-spaced at the end of each line as the OMR marks must not be proportional. The font switches are indicated by <Bold>, <Prop> and <Norm>. The switching is achieved by embedding the character strings HEX(FF43), HEX(FF42) and HEX(FF41) in the insert text for bold proportional, proportional and normal mono-spaced respectively. These strings do not print and take up no space on the page so they are not included in the sizes given for the inserts but they do take up space in the output print line.

### Print Positions

PAGE 1

Line Number	Start Column	No of Columns	Contents
37	59	22	Our records show that
48	59	21	we have already seen
59	59	23	your birth certificate
61	13	27	Name line 1
71	13	27	Name line 2
81	13	27	Address line 1
91	13	27	Address line 2

## 1NOTIFICATION LAYOUT

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Reference: NOTLAY.DOC (Version 2.0)

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114	61	13	NINO
215	13	27	Address line 3
316	13	27	Address line 4
417	13	8	Postcode
519	64	9	Date
623	13	58	Customer's name if sent to appointee
727	53	7	Total Payable Rate
839	13	40	<Prop>"* any contributions you have paid abroad"<Norm>
1048	85	7	Basic Pension
1150	29	7	Pre 97 AP
1252	42	7	COD
1354	85	7	Payable pre 97 AP
1456	85	7	Post 97 AP
1558	85	7	Post 02 AP (R12.22 WI2904F)
1662	85	7	GRB
1763	85	7	Total payable
1864	7	5	Office number

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21PAGE 3

22

23Line Number	Start Column	No of Columns	Contents
24			
2545	44	7	BL Rate
2650	13	82	50 to 56 optional text if BP less than standard rate.
2751	13	82	
2852	13	82	
2953	13	82	
3054	13	82	
3155	13	82	
3256	13	82	
3365	6	5	Office number

34

35Text in lines 50 to 56 is:-

36

37&lt;Bold&gt;Increasing your Retirement Pension&lt;Norm&gt;

38&lt;Prop&gt;If you are not entitled to Basic Pension or entitled to less than standard rate&lt;Norm&gt;

39&lt;Prop&gt;you may be able to increase the amount of your Basic Pension by paying National&lt;Norm&gt;

40&lt;Prop&gt;Insurance for past years. Get in touch with us to find out if you can increase&lt;Norm&gt;

41&lt;Prop&gt;your pension. Do this even if you do not want to claim your pension yet. The&lt;Norm&gt;

42&lt;Prop&gt;address of your social security office is in the phone book. Look for&lt;Norm&gt;

43&lt;Prop&gt;Social Security or ask at your local Post Office for the address.&lt;Norm&gt;

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45NOTE:- Text before column 13 is not shown. This includes OMR marks (columns 2 - 4), office numbers and restart keys  
46(line 65 column 12).

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48Rel 13.12. RFC131050(WI4050)

49Rel 13.12. WI4151

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You will need to quote this when you contact the Pensions Service

Date XX XXXXXXXXXX XX

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Visit our website – [www.thepensionsservice.gov.uk](http://www.thepensionsservice.gov.uk) where you will find a copy of the claim form that you can complete. Just follow the instructions provided. Or you can fill in the tear-off in the leaflet that we have sent you and return it to us in the envelope we have sent you. It does not need a stamp. We will then send a claim form for you to complete.

1

1 You can find further information in the leaflet that we enclosed with this letter. You should read this before  
2 you get in touch with us.

3  
4 To claim by phone:

5  
6 We will ask you for the information we need to fill in a claim form for you. When you call, it will help if  
7 you can tell us:

8  
9 • your National Insurance number. This is on the front page of this form.

10  
11 • your address, including postcode, and your last two addresses.

12  
13 • your tax reference number. You can find this on Inland Revenue forms P45 or P60 or any letter from  
14 them.

15  
16 • if you have been married, your husband or wife's details including his or her National Insurance  
17 number, if possible and the date of your marriage. If you are divorced or widowed, we will need this  
18 date too.

19  
20 • details of any social security benefits or entitlements that you or your partner are receiving or waiting  
21 to hear about.

22  
23 • the address of any employer you have worked for, in the last 2 years along with the dates that you  
24 worked for them.

25  
26 • if you have ever lived or worked abroad, your social security number and the dates you were abroad.

27  
28 • Our policy is to have all State Pensions paid direct into an account. Please have details of the account  
29 you wish to use available when you contact us. Further information can be found in the enclosed  
30 leaflet.

31  
32 All information you give us is confidential. To make sure our service is of a high standard, all calls will be  
33 recorded for training and quality purposes.

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40 BR33M  
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