Address

Date

HM Revenue and Customs  
National Insurance Contributions and Employer Office  
BX9 1AN

Dear Team,

**Claim for National Insurance refund**

I currently work as ………………………..in ………………….NHS Trust since my arrival on the ……………..to the United Kingdom.

I am a citizen of Sri Lanka and am on a 2- year postgraduate training program in ………. to complete my training towards board certification as a Consultant ………., which is required by the Postgraduate Institute of Medicine, University of Colombo and the Ministry of Health, Sri Lanka. Moreover, I am on paid study leave for this training from my employer, the Ministry of Health, Sri Lanka.

As per HMRC6 11.5.3, I am not required to pay National Insurance contribution for the first 52 weeks of my earnings in UK as I have arrived from Sri Lanka, a country outside the EAA, which does not have any bilateral agreement covering NIs with UK. I am not a citizen of UK and I continue work for my Sri Lankan employer (Ministry of Health, Sri Lanka). Therefore, I would like to request for a refund of my NI contribution for the first 52 weeks of my employment in the UK under HMRC6.

My details are as follows –

**Full name:**

**NI Number:**

**SD Reference Number:**

**Assignment Number:**

I have attached following documents for your kind scrutiny.

1. Copy of my passport ID page and Arrival visa
2. Copy of BRP
3. Copy of my job offer letter
4. Copies of my salary slips and P60 forms from………to ….
5. Copy of MHRC 6 Section 11.5.3 (page 74)
6. Copy of the letter from the Postgraduate Institute of Medicine, Sri Lanka
7. Copy of the letter from the Ministry of Health, Sri Lanka
8. Copy of my electricity bill and council tax a proof of my present address

I would be most grateful to you, if you could make necessary arrangements to refund my NI contribution for first 52 weeks of my employment in the UK.

Thank you