

Glasgow Portcullis (LN) Jobcentre Plus Office  
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jobcentreplus

Department for  
Work and Pensions

Chitra Singh  
Flat 7  
41 Devons Road  
London  
E3 3BF

Contact Telephone No: 0345 6000643  
Date: 7th April 2015

Dear Mrs Singh

### About your National Insurance Number (NINo)

You recently applied for a NINo.

**Your NINo has now been allocated and I can confirm it as:**

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**Please note that this letter, containing your NINo, does not prove your Right to Work in the UK and, on its own, cannot be used to prove your identity.**

It is important to keep this letter safe. To help prevent identity fraud; do not give your NINo to anyone who does not need it.

**You must give your NINo to your employer when you start work.** This will make sure you pay the correct amount of tax and National Insurance contributions. If you do not tell your employer your NINo it may cause a delay in the payment of any benefits you may claim in the future.

To find out more about your NINo, why it is important and what to do if you lose it go to [http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/NationalInsurance/IntroductiontoNationalInsurance/DG\\_190057](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/NationalInsurance/IntroductiontoNationalInsurance/DG_190057)

If you are receiving benefits and your circumstances change, including changes to address, name or marital status, you must inform the office paying your benefit.

If you are not receiving benefits you should let HM Revenue & Customs (HMRC) know about any changes by writing to: HMRC, National Insurance Contributions & Employer Office, Benton Park View, Newcastle upon Tyne, NE98 1ZZ

Yours sincerely

On behalf of Manager