**WP400296 09/24**

# **Sample member communication content: Information on how employees can bulk transfer their pension pot to Aegon**

To help you communicate details about your Aegon workplace pension scheme to employees, we’ve produced this sample copy for you to use.

We’ve taken all reasonable care to make sure the information is accurate at the time of issue, but we don’t accept liability for any consequences resulting from its use.

There are certain rules you must follow when promoting your company pension scheme to your employees. You can find out more about these on [The Pension Regulator’s website](https://www.thepensionsregulator.gov.uk/en/employers/managing-a-scheme/communicating-with-your-scheme-members).

Dear Colleague

**Offer to bulk transfer (ceding provider) pension pot to Aegon**

Now you’re all set with your new Aegon workplace pension, it’s a good time to think about what you want to do with the pension pot you’ve already built up in the previous (ceding provider) scheme.

Aegon will send you an email on (insert date) (it will come from [email@emails.aegon.co.uk](mailto:email@emails.aegon.co.uk) so check your spam or junk folder) which is your offer to transfer your previous (insert company name) pension pot.

**Why transfer your pension to Aegon?**

* **Lower charges** – you’ll benefit from exclusive charges we’ve agreed with your employer {insert company name}.
* **Easier to manage** – deal with one provider to get information or send instructions to.
* **Different options** – access alternative investments and product features to suit your needs.

**Simple steps to transfer.**

First, you’ll need to create an online account using the Create account link in the email and then, if you’re happy to transfer, follow the online instructions.

A screenshot of a computer

Description automatically generated

You have until (insert date) to tell Aegon you wish to transfer as part of the bulk transfer offer. After this time, you can still choose to transfer, however this will be an individual transfer and timescales for this will differ.

**Next steps**

(ceding provider) have agreed a disinvestment date of w/c (insert date) for the bulk transfer. This means your transfer value won’t be transferred to Aegon until then.

When Aegon receive your transfer value, they’ll apply them to your new Aegon account and confirm, by email, that your transfer is complete. You’ll be able to log in to your account to check all the details.

Transferring a pension may not be the best option for you. You may lose features, protections, guarantees or other benefits. It’s up to you to decide if this is the right decision for you. If you’re not sure, speak to a financial adviser – there may be a charge for this.

It’s important to remember the value of your consolidated pension pot can still fall as well as rise and the final value of your pension pot when you come to take benefits may be less than has been paid in.

Any new funds you move your money into will have their own set of risks that will be detailed in the fund information available to you.