For employees

Key features of the Group Personal Pension plan

The Financial Conduct Authority (FCA) is a financial services regulator. It requires us, Aegon, to give you this important information to help you to decide whether our Group Personal Pension plan is right for you. You should read this document carefully so that you understand what you're buying, and then keep it safe for future reference.

Scottish Equitable plc is regulated by the FCA in carrying out insurance business and is part of Aegon UK.

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, please visit **aegon.co.uk/additionalsupport** or call 03456 10 00 10 (call charges will vary).

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It's important that you read this document, as it gives you the main points about your Group Personal Pension (GPP) plan.

You should read it along with your illustration.

You may be automatically enrolled and your employer will let you know if this is the case.

Automatic enrolment has been introduced by the government to encourage more employees to save for their future. If you're looking for more information about automatic enrolment, visit **aegon.co.uk/auto-enrolment**

This key features refers to our current Group Personal Pension plan product terms, as at April 2025.

Its aims

- To help you save for retirement in a tax-efficient way.
- To build up a pension pot to provide you with retirement benefits. Those benefits could be a lump sum or an income in retirement or a combination of both.
- To provide a lump sum or an income for your husband, wife, registered civil partner and dependants if you die before you take your retirement benefits.

Your commitment

- To allow your plan to grow at least until age 55 (increasing to age 57 on 6 April 2028) before you take your benefits.
- To make regular contributions into your plan while you're employed by the scheme employer, and to regularly review your plan to check you're on track to meet your income requirements when you take your benefits.
- To tell us if your circumstances change. For example, if you're no longer resident in the UK, or you no longer have UK earnings.

Risks

- The value of investments within your Group Personal Pension plan can fall as well as rise. The value of your pension pot when you come to take benefits could be less than you've paid in.
- You can invest in a range of investment funds which have different levels and types of risk. You can find more details on our funds and specific risks at **aegon.co.uk/funds** then select Other fund ranges.
- If you have a valid enhanced protection or fixed protection, which you applied for on or after 15 March 2023, setting up a new pension plan like this one and/or paying contributions to this or any registered pension scheme that relates to you could mean you lose the protection. There may be other reasons protection could be lost, to understand these please visit **gov.uk/guidance/losing-your-lifetime-allowance-protection**

  If you have Individual Protection 2014 or 2016 or Primary Protection, this can be reduced or lost only if you become subject to a pension debit (from pension sharing order). Please speak to a financial adviser before joining this Group Personal Pension plan.
- If you're automatically enrolled, then unless you opt out during the one month period notified to you, you may lose your enhanced or fixed protections as outlined above. Please speak to a financial adviser before joining this Group Personal Pension plan.
- If you're automatically enrolled and decide to opt out within the opt-out period notified to you, any contributions you've paid will be returned in full.
- What you get back when you take your pension benefits can't be guaranteed, and may be lower than shown in your illustration. This could happen for a number of reasons, for example if:
  - contributions to your plan stop or are reduced;
  - you start taking your pension benefits earlier than shown in your illustration;
  - investment performance is lower than the assumed performance in your illustration;
  - charges increase in future;
  - interest rates are lower than the rates used in your illustration, and
  - tax rules change.

The value of the money you invest and what you can buy with it will fall, unless the performance of the product meets or exceeds the rate of inflation.

We recommend that you discuss this with a financial adviser before you make a decision. If you don't have an adviser, you can visit **moneyhelper.org.uk/choosing-a-financial-adviser** to find the right one for you.

Questions and answers

About Aegon

At Aegon, we've been helping our customers achieve financial security since we started out as Scottish Equitable back in 1831. Over the years, we've evolved our brand by combining our proud heritage with Aegon's global strength. As one of the world's largest financial service organisations, we work with advisers, employers and individuals to offer long-term savings, investments, pension solutions and protection products.

What's a Group Personal Pension plan?

It's a plan that helps you save for retirement, in a tax efficient way.

It's arranged for you by your employer, but you'll have your own plan in your own name.

This isn't a stakeholder pension plan. However, a stakeholder plan is generally available and may meet your needs at least as well as this plan.

How much can be paid into my plan each tax year?

You, your employer, or someone else on your behalf, can pay contributions to your plan.

If you're automatically enrolled, unless you opt out or choose to reduce the level of your contributions, there's a minimum amount set by the government that must be paid into your plan. Your employer must contribute and may require you to contribute as well. There's more information about this under the question 'Are there any additional requirements if I'm automatically enrolled?'

If you're automatically enrolled but want to reduce contributions to below the minimum level, your employer doesn't have to contribute.

You can receive tax relief on contributions up to 100% of your relevant UK earnings or, if higher, £3,600 in each tax year. This tax relief limit applies to all contributions made by you, or someone else other than your employer, to all pension plans that you have up until the age of 75. The amount of tax relief depends on your individual circumstances and may change in the future.

If the value of pensions savings made by or for you (including by your employer) in the current tax year are more than the annual allowance, a tax charge will apply to any excess (unless you have unused allowance you can carry forward). For the current tax year, your annual allowance will be £60,000 unless you're a high earner (broadly, your income including the value of pension contributions is more than £260,000). If you're a high earner, your annual allowance will be an amount between £10,000 and £60,000, depending on your income.

Whatever your annual allowance level, the amount that can be paid by or for you into money purchase arrangements (like this one) without a tax charge arising may be restricted to the money purchase annual allowance, which is £10,000.

The restriction applies if you had a flexible drawdown plan at any time before 6 April 2015. It also applies if you take, or have already taken, certain types of pension benefit – for example, an uncrystallised funds pension lump sum (UFPLS) or income from a flexi-access drawdown plan.

Special rules apply in the year that the money purchase annual allowance rules first apply to you. Please speak to your financial adviser for more information.

Where are my contributions invested?

We'll invest any contributions made into your plan in investment funds.

Your employer (usually after advice from the financial adviser your employer appointed to give advice on the GPP) may have chosen a fund for your contributions to be invested in or may leave the decision to you. If neither you nor your employer make a decision, contributions will be invested in line with our **Investment fund allocation procedure**. You can view this in the guides section at **aegon.co.uk/se-customer-library**

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If you're automatically enrolled, a default investment strategy is in place when you join. You'll find details of this in your **Plan schedule**.

You can change the funds you're invested in. This is also known as switching. You can find full details about switching in and out of various funds in your policy conditions. Your policy conditions are included in your **Welcome to your pension** booklet. You'll receive a copy of this booklet once your plan is set up, but if you'd like a copy now you can view this at **aegon.co.uk/customer/pension-bond** by going down to 'Welcome guide'

To help you decide on a fund (or funds), there's more information about investments and the funds available at **aegon.co.uk/funds** then select Other fund ranges.

If you're transferring from an existing Aegon pension plan, we'll assume your current choice of funds will stay the same, unless you tell us otherwise or you're being automatically enrolled. If your existing investment fund isn't available, we'll invest any transfer in accordance with our **Investment fund allocation procedure**. You can view this in the guides section at **aegon.co.uk/se-customer-library**.

If you're unsure about any of the options available to you, we recommend you seek financial advice.

Are there any additional requirements if I'm automatically enrolled?

If you've been automatically enrolled or opt in, there are minimum contribution amounts which have been set by the government. The web page **gov.uk/workplace-pensions** tells you more about this. If your employer pays less than the minimum total contribution, you must pay the balance (you may receive tax relief on your contributions) to bring it up to this minimum.

If contributions to your plan are affected by minimum contribution requirements set by the government now or in future, contribution rates to your plan will have to be increased.

Your employer will tell you when or if contributions need to be increased to meet minimum requirements set by the government.

If you're automatically enrolled and decide to stay in the GPP on the contribution rates set by your employer, you'll be deemed to have accepted an agreement between you and Aegon that you'll meet any shortfall in the total minimum payment requirements, as required by legislation.

Can you take payments from my plan to pay a financial adviser?

Yes, for some GPPs we can arrange for payments of adviser charge to be taken from your plan to cover advisers' fees.

If you'd like more information, please see **Adviser/Consultancy charges terms and conditions**. You can view this at in the guides section in the guides section at **aegon.co.uk/se-customer-library**.

Where can I find out about the product charges?

Your illustration will show the charges applicable to you, and the effect they may have on your plan.

Our annual management charge (AMC) covers the costs associated with managing your plan and investments.

We take these charges for the duration of your plan. We may vary the charges for the reasons set out in your policy conditions.

Can I change my mind and cancel my plan?

Yes, unless you have an opt out right under auto-enrolment rules, you'll have 30 days from when you receive the cancellation form to let us know you want to cancel your plan. You can do this by completing the form and returning it to us or by writing to us at the address shown in the 'How to contact us' section below.

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We'll sell any investments you've purchased and return any contributions paid via your employer. For single contributions and transfer payments, you may get back less than you invested if the investment value has fallen before we receive your cancellation request.

Any transfer payment(s) will be returned to your previous scheme. If they refuse to accept the transfer payment back you must choose another registered pension scheme to transfer the payment to.

You may still be liable to pay your adviser any outstanding charges.

If you don't cancel within the cancellation period your plan will continue until you take your pension benefits or transfer your funds to another registered pension scheme.

Auto-enrolled schemes

If you're **automatically enrolled** or choose to **opt in**, you'll have one month to opt out and this replaces your cancellation rights. Refer to the enrolment information we've sent you for more information about this.

If you're an **entitled worker** and decide to join, you have the right to cancel your plan and won't have the right to opt out. You can find our contact details at the back of this document.

If you don't opt out or cancel within the opt-out or cancellation period your plan will continue.

Can I change my contributions or take a break?

You can change regular contributions at any time. Please be aware, your employer's contribution may depend on you maintaining a certain level of contribution and Aegon may refuse to take contributions below their minimum level.

You can stop or take a break from paying contributions at any time and leave your fund in the plan. Any contribution break is likely to reduce your future pension. You should speak to your employer to find out more if you're thinking of taking a contribution break. Your policy conditions will give you more details. If you're automatically enrolled and you decide to take a break from paying contributions, it means you're no longer an active member of the scheme and you may not be able to re-join at a time of your choosing.

If you decide to opt out or reduce your contributions to below the minimum level (including stopping contributions completely), you can opt in again but you may not be able to re-join at a time of your choosing. If you don't opt in, provided you are eligible at their next re-enrolment date, your employer will re-enrol you into the scheme at that time. Please speak to your employer for details of the next re-enrolment date.

Can I transfer my other pension plan(s) into this GPP plan?

Yes, you can transfer the value of your other pension plan(s) into this one. However, this can only be done after this plan has been set up. It may not always be in your best interests to transfer your existing pension benefits, as you may be giving up any guaranteed benefits or protections.

The minimum transfer payment(s) that we'll accept into the plan is £2,500 for the first transfer payment and £499 for additional transfer payments.

If you're transferring from a scheme with defined benefits or certain other guarantees you may be required by law to take independent financial advice before you can transfer those benefits to your GPP. We recommend you take financial advice as you could be giving up valuable guarantees.

What will happen to my transfer payment?

We invest your transfer payment in your pension plan. We'll assume your current choice of funds will stay the same, unless you tell us otherwise.

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Can I transfer out of this plan?

Yes, you can transfer the funds in this plan to another registered pension scheme, or to a qualifying recognised overseas pension scheme at any time before you start taking pension benefits. There's no charge under your plan for doing this.

Your illustration will give examples of how much you could transfer to another plan, depending on when you transfer.

If you transfer to a qualifying recognised overseas pension scheme you may in certain circumstances be subject to an overseas transfer tax charge. See 'What about tax?' section on this page for more information about this tax charge.

What about tax?

You, and any third party (excluding employers), pay contributions net of basic rate income tax and we collect the tax relief from HM Revenue & Customs (HMRC). Basic rate tax relief is currently 20%. So, if you're contributing £80 a month from your net pay, £100 will automatically be invested in your plan – that's an additional £20 at no extra cost to you.

If you pay tax at a rate higher than basic rate, you can claim the additional tax relief via your yearly tax return or contact HMRC and request an adjustment to your tax code.

The value of any tax relief depends on your individual circumstances.

Employer contributions (including any contributions that are made through salary sacrifice) are paid to us gross and no tax relief is claimed by us on these contributions.

The lump sum allowance is £268,275. This is the total amount you can take tax-free in your lifetime.

The lump sum and death benefits allowance is £1,073,100. This is the total amount of lump sums that can be paid tax-free to you during your lifetime, and to your beneficiaries following your death.

Any lump sums taken once you have used up either of these allowances will be subject to income tax at your marginal rate.

For more information please visit **hmrc.gov.uk/tax-on-your-private-pension**

Certain transfers to and from a qualifying recognised overseas pension scheme will be subject to an overseas transfer tax charge unless one of the exemptions specified under legislation applies. For more information on when the overseas transfer tax charge applies and the exemptions from that charge, visit **gov.uk/transferring-your-pension/transferring-to-an-overseas-pension-scheme**

This information is based on our understanding of current legislation, taxation law and HMRC practice, which may change.

When can I take my pension benefits?

You can take your pension benefits from your plan from the age of 55 (including while you're still working) increasing to age 57 on 6 April 2028.

You may be able to take your pension benefits earlier than age 55 if you're in ill health or have a protected pension age. If you think you have a protected pension age, speak to a financial adviser.

What choices will I have when I want to take my pension benefits?

We'll write to you before you take your pension benefits and give you details of all your options, including:

- a tax-free lump sum together with an annuity or a drawdown pension*. This is normally up to 25% of the value of the benefits you're taking at the time, but may be more or less than this depending on your circumstances and is also subject to any lump sum allowance or lump sum and death benefits allowance restrictions;
- an annuity;
- a drawdown pension*;

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- a cash lump sum known as an uncrystallised funds pension lump sum, where usually 25% of the amount you take is tax free and the balance is taxed as income, or
- a combination of the above.

*If you'd like a drawdown pension you'd need to transfer your fund before taking benefits.

If you don't want to take your pension benefits before the age of 75, you can transfer the value of your plan to another plan, with us or another provider, and choose to remain invested. If, by the day before your 75th birthday, you haven't told us how you'd like to take your pension benefits from your plan, we'll assume you want to take an annuity. This will be paid as set out in the policy conditions.

What might I get when I want to take my pension benefits?

The illustration included in this pack shows examples of what you may receive. However, your final plan value, which is used to provide a pension income may depend on the following:

- how much is paid in;
- how long contributions are paid to your plan;
- investment performance, which may go down as well as up;
- plan charges, and
- if you're paying an adviser charge from your plan.

Will my contributions be paid if I fall ill?

If your employer offers waiver of contribution (in conjunction with your pension plan), this could cover the contributions to your pension plan if you became ill and couldn't contribute to your plan.

Even if your employer doesn't offer this cover, you can still apply for it. The minimum age you can apply for cover is 18 and the maximum is 58 (with the benefit stopping at age 60). Please contact us and we'll send a form to you.

The cost of this cover can vary depending on your occupation and health. We'll let you know the cost when you apply.

Please note that any waiver cover will stop:

- when you reach age 60, even if your scheme retirement date is over age 60;
- if you stop paying into your pension plan, or
- if you cancel your cover.

What happens to this plan if I die?

We'll use the value of your pension plan to provide death benefits to your beneficiaries. We'll normally pay this as a cash lump sum.

We'll decide who to pay the lump sum to, and will take into account your circumstances when you die, and will consider anyone you've told us you would like the money to go to. If you have placed the plan under trust, we'll pay it to the trustees of that trust.

If you die before age 75, any lump sum death benefits will be tax free provided that they're paid within two years of us becoming aware of your death. It will be tested against your available lump sum and death benefit allowance.

If the lump sum is paid after the two-year period, or you die after age 75, the full amount will be taxed at the beneficiary's marginal rate (where the beneficiary is an individual and isn't receiving the funds as a trustee, personal representative, company director or partner of a firm), otherwise at 45%. In this case, there's no test against your lump sum and death benefit allowance.

The lump sum death benefit normally doesn't count towards the value of your estate for Inheritance Tax purposes.

You can opt to have a pension paid to your dependants instead of a lump sum. This would not be tested against your available lump sum and death benefit allowance and if you die before the age of 75 the income payments to your dependants would be

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tax free. If you die at age 75 or over, or the dependant's pension is bought more than two years after the trustees became aware of your death, the pension income would be taxable when received by the dependant.

We'll stop facilitating the payment of any adviser charge, if this applies, from the date we're notified of your death.

To help us identify who you'd like to benefit from your plan if you die before you take pension benefits, please complete your Death benefit nomination online anytime by visiting **aegon.co.uk/onlineform** and selecting 'Customer' and the death benefit option from the dropdown.

How will I know how my plan is doing?

Every year we'll send you a statement showing how your plan is performing, how much your plan is worth, how much has been paid in and your estimated pension at your retirement age.

You can also access up-to-the-minute information about your plan online, whenever you want it, through our secure online services. We'll send you details on how to register once your plan has been set up.

Other information

How to complain

We hope you never have to complain, but if you do, the first step is to contact us. Take a look at the 'How to contact us' section below for more details. If you're not satisfied with our response, you can then raise the issue by contacting the following organisations:

The Financial Ombudsman Service
Phone: 0800 023 4567 or 0300 123 9123

Email: **complaint.info@financial-ombudsman.org.uk**

Web: **financial-ombudsman.org.uk**

The Pensions Ombudsman
Phone: 0800 917 4487

Email: **enquiries@pensions-ombudsman.org.uk**

Web: **pensions-ombudsman.org.uk**

Making a complaint, unless made to The Pensions Ombudsman, will not prejudice your right to take legal proceedings.

If you'd like a copy of **'Our complaints policy'** please ask us, or you can download it in the guides section at **aegon.co.uk/se-customer-library**.

If your complaint relates to financial advice you've been given you should speak to the financial adviser in question.

Time limits

We'll tell you about any time limits that may apply and that aren't covered here or in the illustration, for example underwriting decisions or requirements that may have time limits.

You must let us know of any changes to your circumstances or any other details you've given us.

Client categorisation

There are various categories of client set out in the financial regulations. If you buy this product, we'll treat you as a 'retail client'. Being a retail client gives you the greatest level of protection under the regulations and ensures you get full information about any products you buy.

If, under the regulations, you're a professional client or eligible counterparty, we'll still treat you as a retail client although this would not necessarily mean that you would be eligible to refer any complaints to the Financial Ombudsman Service or to make a claim under the Financial Services Compensation Scheme.

Other information

Terms and conditions

This key features document only gives you a summary of the main points of our Group Personal Pension plan. It doesn't include all the definitions, exclusions, terms and conditions.

You can find full details in the policy conditions section of the **Welcome to your pension** booklet and the **Adviser/Consultancy charges terms and conditions**. If you need a copy of these, you can view them at **aegon.co.uk/se-customer-library**.

We have the right to change some of the terms and conditions. If this happens, we'll write to you and explain the changes.

Benefits we may give to your adviser

We provide adviser firms and advisers with additional benefits that are designed to enhance the quality of their service to you. These benefits may include some or all of the following: training, software, seminars and marketing materials. Further details of any benefits received from us are available on request from your adviser.

How we pay our employees

We pay our employees a base salary, and dependent on their role, a yearly bonus. The bonus paid is based on meeting a number of targets set at the beginning of the year. These include the level of profit the company makes from new and existing business. It's also dependent on non-financial targets, such as the quality of service we provide.

Conflicts of interest

Aegon maintains a Conflicts of interest policy in accordance with all Financial Conduct Authority (FCA) Conduct of Business rules, to ensure we manage the risk of damage to customer interests. A conflict of interest may arise where an action taken by us could be seen to compromise or conflict with the best interests of our advisers and customers. If we identified a conflict of interest that we couldn't manage appropriately then we would decline to accept this business to ensure the fair treatment of our customers. We're completely transparent about where conflicts of interest can arise and our policy to deal with them. Please read our conflicts of interest policy at **aegon.co.uk/content/conflicts-of-interest-policy.pdf** or ask us for a copy.

Communication

Our contract with you is in English and all future communication about it will be in English.

Solvency Financial Condition Report

The Scottish Equitable plc Solvency Financial Condition Report (SFCR) is available on our website at **aegon.co.uk/about-us/regulatory-disclosures** and select SE plc Solvency and Financial Condition Report (SFCR).

Law

If, when the contract starts, you live in the UK, then your plan will be set up and governed by the law of the part of the UK where you live. Otherwise Scots law will apply.

Compensation

If you're a retail client, your plan with us is covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we can't meet our obligations (for example, if we were to become insolvent or unable to meet the claims against us). This depends on the type of business and the circumstances of the claim. Insurance business of this type is generally covered for 100% of the value of the whole claim, without limit.

You can get more information about compensation arrangements from the Financial Services Compensation Scheme by calling 0207 741 4100 or visiting **fscs.org.uk**

How to contact us

You may have specific contact details, depending on how your scheme is set up. You can find these in your joining pack (that you would have received when you started contributing to your workplace pension) or, if you've been automatically enrolled, it will be in the details you get about the plan. Otherwise, you can:

Call us on:
03456 10 00 10
(call charges will vary)

Fax us on:
08702 42 67 88

Complete our online form at:
aegon.co.uk/onlineform

Write to us at:
Aegon and Scottish Equitable Pension and Bonds, Sunderland, SR43 4DS

Visit our website:
aegon.co.uk

Remember, we can't give you any advice.

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