

Defined Contribution 2010 Pension Plan



The **Easy steps to joining your company pension scheme** booklet looks at the basics of company pensions in broad terms only. Please read it together with the following information, to help you understand the finer details of how your pension plan, the Defined Contribution 2010 Plan (DC2010 Plan), works and why it's important to save for the future.

Visit the DC2010 Plan website to find out more - aegon.co.uk/bp

How much will you need to contribute?

Through **your benefits, your way** you can choose how much of your flexible benefits allowance you would like us to contribute towards your pension each month, and where to invest your contributions from the range of investment funds available. You can even exchange some of your salary to pay more into the plan if you want to.

Through **your benefits, your way** you can change your contribution level once a month.

If you are not sure how much to contribute take a look at the 'Deciding how much to contribute' section on the scheme website - aegon.co.uk/your-BP-plan

The value of an investment can fall as well as rise and isn't guaranteed. You could get back less than you originally invested.

How much will you need to contribute?

We will usually pay your contributions by 'salary sacrifice' directly to Aegon.

'Salary sacrifice' is an arrangement where you swap part of your gross salary for contributions into your pension. This means the same amount of money goes into your pension plan as if you were paying personal contributions directly from your pay, but your gross salary is reduced and as a result you pay less tax and NI, which increases your take-home pay.

This is based on Aegon's understanding of current taxation law and HM Revenue & Customs practice, which may change.

Find out more about [Salary Sacrifice](http://aegon.co.uk/your-BP-plan) on the scheme website - aegon.co.uk/your-BP-plan on the 'How contributions work' page.

Salary Sacrifice isn't always suitable for everyone. You should think about things that might be linked to your salary such as mortgage lending or statutory benefits. If you want more information on the suitability of salary sacrifice, you should get professional financial advice. You can opt out of salary sacrifice by contacting the HR team.

What are the charges?

Aegon charge for managing your plan and investments.

Your plan has an effective annual management charge (AMC) of 0.21% of your fund value. This charge is built into the unit price of each investment fund.

The gross AMC is 0.22% which is built into the unit price of each investment fund each day. We apply a monthly rebate, that brings the annual charge down by 0.01%, giving you an effective annual management charge (AMC) of 0.21%.

Some investment funds have an additional charge. If you chose to invest in one of these, you'll pay this in addition to your AMC. Any additional charges are detailed on the fund factsheet, you can access these on the website - aegon.co.uk/BP_fund_range

Aegon reserves the right to vary charges in the future.

Where can you invest your contributions?

The contributions paid into your pension plan are invested in investment funds. It is important to think about how you would like to invest your pension contributions. Depending on how comfortable you are with choosing your investment funds, there are two main approaches to consider:

- **self-select** - choose your own mix from the fund range; or
- **lifestyle** - have your funds chosen and changed for you.

Self-select

The 'self-select' option lets you choose a mix of funds from the range of eight different funds covering shares (equities), bonds and cash.

If you do choose self-select funds in place of the Lifestyle fund, you're taking control of the investment strategy. This means it will be up to you to think of managing the change from higher-risk, potentially higher-return assets to lower-risk assets in the approach to retirement.

Lifestyle

The 'Lifestyle' option chooses and changes your mix of funds for you automatically, based on how close you are to your retirement age.

If you invest in the Lifestyle fund, please contact Aegon to let them know at what age you plan to retire so they can begin the process of moving your investments at the right time. They'll always assume that you plan to retire at age 65, unless you tell them otherwise.

Or you could choose a combination of the two.

Find out more about the DC2010 Plan fund range on the website - aegon.co.uk/BP_fund_range

The value of an investment can fall as well as rise for a number of reasons, for example market and currency movements. You could get back less than originally invested.

What happens if you leave?

It's your plan - you own it and it's in your name for you to keep.

You can:

- continue to contribute to the plan and you'll continue to receive the same preferential contract terms;
- make your plan 'paid up', which means you stop paying contributions and leave your benefits where they are. Stopping contributions to your plan could have a serious effect on the final amount of your savings; or
- take it with you to any scheme offered by a new employer at no additional cost – but you should get financial advice at the time and consider what benefits your new employer offers.

Where can you find more information?

Online: aegon.co.uk/bp
Online contact form: aegon.co.uk/onlineform
Phone: **03456 09 16 60** Monday to Friday, 8:30am to 5:30pm
(Calls may be recorded and monitored)

Online service

Once you have a plan you can use Aegon's online services to view up-to-the-minute information about your pension. It's secure, easy and it's free.

If you've already registered you can log in at - <https://extranet.secure.aegon.co.uk>

If you've not registered you can register at the same link - all you'll need is your plan number and verification code. If you don't have a verification code you can call their eService helpdesk on 03456 1000 01 and they'll issue one by email.

Where can you get financial advice?

We don't endorse or recommend any particular financial adviser, but the Money Advice Service website can help you find one - moneyadvice.service.org.uk/en/articles/choosing-a-financial-adviser

This document has been written and produced on our behalf by Aegon, the company we've chosen to provide your pension. Aegon has taken all reasonable care to make sure the information it contains is accurate at the time of going to print. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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