



The Pensions Trust

Application to pay Additional Voluntary Contributions (AVCs)

PLEASE COMPLETE ALL RELEVANT SECTIONS AND PASS BACK TO YOUR EMPLOYER TO SIGN THE DECLARATION.

1. Your details

Surname: _____ Forename(s): _____

National Insurance Number:

Membership Number (if known): M Date of Birth: ____/____/____

2. AVC Investment Fund Options

It is unlikely that all of the following options will be available with your main scheme. The choice of funds will comprise one or more of: the **Unitised Ethical Plan**, the **Growth Plan**, the **Flexible Retirement Plan** or **Added Years**. Your employer, or The Pensions Trust, will advise you which options are available.

Please read the following information and then tick the appropriate box below in section 3 to indicate your chosen fund.

If you choose the **Unitised Ethical Plan**, the **Growth Plan** or **Added Years**, at retirement it may be possible to have your pension paid by The Pensions Trust, **or** (except for Added Years) have your fund value transferred to another pension provider of your choice (known as the 'Open Market Option').

Tax Relief

Tax charges on your AVCs will only apply if:

- your total pension contributions, i.e. your contributions to your main scheme plus any AVCs, exceed 100% of your earnings; or
- your overall pension benefits increase by more than the Annual Allowance – this will only affect you if you have an extremely large increase in your pension benefits in the course of a year.

If you choose the **Flexible Retirement Plan**, at retirement your investment units will be cashed-in and the proceeds paid to a pension provider of your choice (e.g. an insurance company). Your pension will then be paid to you by your chosen provider.

The Unitised Ethical Plan

The Unitised Ethical Plan (UEP) is invested entirely in equity shares within the Stewardship Fund. This is an ethical investment, which means that the companies in which the Fund invests do not harm the world, its resources, its people or animals. The external manager is F&C Asset Management plc. It is monitored by an independent committee. The UEP provides an investment fund for those who do not consider performance to be the sole basis for investment decisions, but look to wider issues.

As the fund is invested entirely in equity shares it is not a 'balanced' investment fund and its value may fluctuate more than a balanced fund, which would include government stocks and bonds etc, and its performance may be relatively variable. Your AVCs buy units in the Fund and at retirement the value of these units is converted into additional pension (or a lump sum and reduced pension), either through the Growth Plan or with a pension provider of your choice.

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The investment performance of the UEP may be much better or worse, and probably more volatile, than a fund that does not have the investment limitations imposed on an ethical investment. Neither you nor any spouse, civil partner or dependant of yours will have any claim if, as a result of the investment limitations, benefits under the UEP are lower than they would have been under a different AVC fund.

The Growth Plan

The primary focus of the Growth Plan (the Plan) is security and capital preservation. The Plan provides a capital guarantee that the amount of your net contributions to the Fund will not fall. To safeguard this guarantee, your contributions are invested entirely in the Money Market Fund.

The Money Market Fund invests in short-term high quality securities and deposits. It aims to preserve the capital invested and to ensure liquidity. You will be able to convert your personal fund into a pension, or lump sum and a reduced pension, through the Growth Plan.

The Flexible Retirement Plan

Your extra contributions will be used to purchase units in the Flexible Retirement Plan's investment funds. If you choose this option, you must also indicate the fund in which you wish the extra contributions to be invested. Your fund will be used to purchase a pension at retirement. You may take part of your fund as a cash sum.

3. AVC Investment Decisions

Please indicate which fund you would like to pay AVCs to (or go to Section 4 for the Added Years option):

Unitised Ethical Plan Growth Plan Flexible Retirement Plan **

**If you have selected the Flexible Retirement Plan, please indicate your choice of fund in the 'Flexible Retirement Plan Investment Options' section below.

I would like to pay _____ % of my salary as AVCs.

I authorise my employer to deduct the above rate of AVCs from my salary (please tick box)

OR I authorise my employer to deduct a lump sum of £ _____ to be deducted from my salary in the month of: _____ Note: This option is not available for Flexible Retirement Plan AVC payments.

OR I am enclosing my cheque for £ _____ in respect of a one off lump sum AVC payment.

Flexible Retirement Plan Investment Options

Please do not complete this section if you have selected the Unitised Ethical Plan or Growth Plan.

If you have ticked the box marked 'Flexible Retirement Plan', please choose either A) the Default Option or B) provide your own Investment Options:

A) Default Option

The default investment option for members who are more than six years from their main scheme's normal pension age is the Managed Fund.

The default investment option for members who are less than six years from their main scheme's normal pension age is the Pre-Retirement Fund. I wish the default option to apply to my plan (please tick box)

OR B) Your Investment Options

You must select your choice of investment fund(s) for your FRP before joining the Plan. If no choice is indicated or your choices do not add up to 100%, the contribution or remaining contribution will be invested in the default option.

Managed Fund	<input type="checkbox"/>	_____ %	Index-Linked Fund	<input type="checkbox"/>	_____ %
Pre-Retirement Fund	<input type="checkbox"/>	_____ %	Bond Fund	<input type="checkbox"/>	_____ %
Socially Responsible Investment Fund	<input type="checkbox"/>	_____ %	Property Fund	<input type="checkbox"/>	_____ %
Global Equity Fund	<input type="checkbox"/>	_____ %	Cash Fund	<input type="checkbox"/>	_____ %

TOTAL 100%

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Lifestyle Option

Members will be invited to participate in the lifestyle option when they are within seven years of their scheme's normal pension age.

Please note that you are permitted one investment switch a year free of charge. There will be a charge for any additional switches within the same 12 month period.

4. Added Years

This option is not available in all schemes – you should check with your employer or The Pensions Trust if you are uncertain whether this is an option under your main final salary scheme.

Your contributions will buy additional years and/or months of membership in your main final salary scheme. Please complete (i) or (ii) as appropriate.

(i) I would like to pay _____ % of my salary as AVCs to buy _____ added years from normal pension age (dependent on your scheme rules).

OR (ii) I would like to buy _____ added years (insert the number) from normal pension age (dependent on your scheme rules) and will pay the required contribution.

I authorise my employer to deduct the above rate of AVCs from my salary with effect from ____/____/____.

Signed: _____ **Date:** ____/____/____

EMPLOYER'S DECLARATION

To be completed by your employer.

I confirm that the member is either a member of The Pensions Trust or currently applying to become a member of the The Pensions Trust through the Scheme we operate.

I confirm that the agreed level of AVCs will be deducted from the member's salary and sent to you with the member's normal contributions.

Signed: _____ **Date:** ____/____/____

Full Name: _____

Position: _____

Email: _____

Name of Organisation: _____

Employer Reference Number: E

Further information is provided in the Scheme booklet for your choice of investment fund, which will be sent to you once your AVC Application Form has been processed.



The Pensions Trust

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