



How to...

Complete your Expression of Wish online

You will need...

the details of the person or organisation/charity you would like to add, including:

- their title, forename and surname, or the name of the organisation or charity
- Address and postcode
- Your relationship to that person (there's an 'Other' option you can select if you're not related to them)



The process will take about **10 minutes** to complete. Or just **3 minutes** if you're updating existing nominations/expression of wish details.

This process has 4 steps

By completing an Expression of Wish, you can say who you'd like a lump sum to go to if you die.

You could choose family members, other significant people in your life, or an organisation such as a club or charity. You can add more than one Expression of Wish.

The Trustees are not obliged to follow your wishes but they will always consider them.

Step 1: Log into your myESPS account

Go to enwlpensions.co.uk and select the 'Log into your DB account' icon. You can also go to the 'DB members' section in the menu and select 'Member log in' from the dropdown list. There you can also find a login link.

Step 2: Go to 'My nominations'

Once you've logged in, go to the 'My details' section in the menu and then select 'My nominations' from the list. When you log in you can also go down to the 'My nominations' section and select 'Update my nominations'.

On the 'My nominations' page, select the button that says 'Add Expression of Wish'.

Step 3: Add Expression of Wish

In this section you can add a person or a charity or organisation, or multiple if you want to. To add a person, you'll need the following details:

- Title, forename and surname
- Address and postcode
- Your relationship to that person (there's an 'other' option if you're not related or legally linked to the person)

To add a charity or organisation, you'll need the following details:

Key words explained

Expression of Wish

Your Expression of Wish lets the Trustee know who you would like to receive any lump sum benefit when you die.

Nomination

Your nomination refers to the person, organisation or charity you want to nominate to receive your lump sum death benefit. These can also be called your expression of wish details.

Lump sum

This is a single cash payment from the Scheme.

- Name of the charity or organisation
- Address and postcode

For the ‘% of lump sum’ field, you can choose the percentage of your lump sum benefits you would like to go to that person/charity/organisation.

The percentage must add up to 100%. So if you just want to nominate one person, you would put ‘100%’ in the ‘% of lump sum’ section.

If you want to nominate two people, you may put ‘50%’ for each one, or ‘60%’ and ‘40%’ – it’s completely up to you how you want to split the lump sum benefit. Just as long as the total allocation adds up to 100%. Your nomination/s won’t save if the allocation doesn’t add up to 100%.

Once you have added your nominations, there is a declaration underneath the ‘Total allocation (%)’ field that you should read through.

Once you have read the declaration, select ‘Preview’. If you want to go back and fill in your nominations another time, select ‘Cancel’. However if you select ‘Cancel’ any nominations you’ve filled in will not be saved.

Step 4: Review and confirm

When you select ‘Preview’ you’ll be able to review your Expression of Wish and also have another look at the declaration if you want to.

If you want to change any of the nomination details, select the ‘Edit Details’ button.

If you’re happy with your nominations, select ‘Submit’.

On this page you can also print the details or select ‘Cancel’ if you decide to fill your nominations in another time. However if you select ‘Cancel’ any nominations you’ve filled in will not be saved.

What happens next...

Make sure to keep your Expression of Wish details up to date. Consider adding or editing your nominations every few years (and definitely after a significant change in your circumstances) so the Trustees know your wishes are current.

How to contact us

If you would like to get in touch, please use the Contact Us page through the online service when you log into your account. Here you can fill out a form to make an enquiry.

Select the enquiry type from the dropdown list (Active, Deferred, Pensioner, Dependant, Transfer Request) and then type in your message underneath. Then select ‘Submit’.