YOUR GUIDE TO THE

UNIPER PENSION PLAN

You're in good company

Fidelity™
WORLDWIDE INVESTMENT

Uniper Pension Plan

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OTHER FORMATS

If you find it difficult to read this document, please contact Fidelity. An alternative format including large print, braille or audio can be provided.

To request a copy in an alternative format, please contact Fidelity.

Call the Pensions Service Centre on 0800 3 68 68 68. This service is open on business days from 8am to 6pm. Outside these hours, you can leave a message on the confidential answering service and Fidelity will contact you on the next business day.

Email **pensions.service@fil.com**

Fidelity Worldwide Investment is an independent asset management company, founded in 1969, that looks after the investments and pensions of clients worldwide. We were set up with the simple objective of achieving outstanding investment returns for our clients across the globe. Today, over 40 years on, with considerable knowledge and expertise of both the UK and international financial markets, we are one of the world's most successful long-term investment managers - a worldwide investment specialist.

OUTLINE OF THE PLAN

AN OPPORTUNITY FOR FUTURE SECURITY

Whether the age you wish to access your retirement savings is a long way off or rapidly approaching, it's always a good time to start planning ahead financially. The aim of a personal pension plan is to put money aside to provide you with retirement savings that you can use as part of your retirement plan. If you want to change jobs before you take your pension, it's important that a pension plan is flexible and portable. The Uniper Pension Plan does this and more.

HELPING TO SECURE YOUR FUTURE

Uniper (the company) recognises the importance of saving for your retirement and so, while you are employed by the company, they will also contribute to your pension account. As a member of the plan, you can also contribute to your pension account and you have the opportunity to transfer benefits you may have built up in another pension arrangement into this plan.

JARGON BUSTER

*Your **pension account** is an individual account set up in your name within the plan.*

INVESTING YOUR PENSION ACCOUNT

Your pension account is kept quite separate from the company's assets. The plan is administered by Fidelity and you will have access to a range of investment funds provided by Fidelity and other investment managers. You control how your pension account is invested. In order to offer you maximum flexibility, you can choose from a range of investment options to suit your individual circumstances.

JARGON BUSTER

*Throughout this booklet we refer to the **plan** – this is the Uniper Pension Plan.*

ACCESSING YOUR RETIREMENT SAVINGS

From April 2015 there are more options on what you can do with your pension savings. We recommend you get guidance or advice to help you with this decision. Pension Wise is a new service from the Government that will offer free and impartial guidance.

You may take up to a quarter of your account as a tax-free lump sum. You can then choose what to do with the remaining fund:

- Leave your fund invested but take an income from it (flexi-access drawdown). The option to take a regular income through drawdown is not currently available under this plan. You may need to transfer to an alternative product if you require this benefit.
- Secure a guaranteed income (an annuity)
- Take a cash lump sum from the fund (subject to a minimum cash withdrawal of £1,000 or 100% of your account if less). There is no charge for making up to three cash withdrawals from your account during any 12-month period. Subsequent withdrawals during this period may incur a £100 charge. A tax-free cash lump sum is not considered a cash withdrawal for this purpose.

You can choose one or a combination of options. Splitting your retirement savings across more than one option could help you develop a retirement plan that is best suited to your needs. You also do not need to use all of your savings at one time.

At retirement, Fidelity's Retirement Service can help you review your retirement options and help you to make a plan that's right for you. Alternatively, you may choose to exercise your open market option and use a company or financial adviser of your own choice. You should shop around for the best solution for you.

If the value of your pension account is small, you could consider taking all your benefits as a cash sum, separate from any other pension savings you have. Normally the value of your pension account must not be greater than £10,000 to qualify for this.

In either case, you will normally be able to take 25% as tax free cash but the balance will be taxed as earned income. You can contact Fidelity for further information on these options.

HELP IS AT HAND

This booklet explains the Plan in a way that we hope you will find easy to follow. As you read through it, look out for the jargon buster boxes which define some of the terms we use.

After reading this booklet, you may still have some questions or want more information on a particular topic.

If you do, then you can:

- call Fidelity's Pensions Service Centre, UK business days 8am to 6pm on **0800 3 68 68 68**. This service is described in more detail in the section 'Help is at hand – member services'
- log in to PlanViewer, Fidelity's secure internet service for members. This service is also described in more detail in the section 'Help is at hand – member services'

JOINING THE PLAN

WHO CAN JOIN THE PLAN?

Membership of the plan is open to all employees.

HOW DO YOU JOIN?

You will automatically be enrolled into the plan unless you specifically ask to opt out. An opt-out form is included with this booklet.

JOINING AT A LATER DATE

If you decide not to join the Plan when you are first invited, or if you leave the Plan while still employed by the company, you will only be able to join, or rejoin, later with approval from the company.

TEMPORARY ABSENCE

If you are away from work for any reason, your membership of the Plan will continue as long as you are not treated as having left the company. The company's contributions will continue to be based on your actual earnings.

MATERNITY, ADOPTION AND PATERNITY LEAVE

When you are away on maternity, adoption or paternity leave and receiving maternity, adoption or paternity pay, company contributions will continue to your pension account based on your pay before you went on leave. During this time, you have the option to continue contributing to your pension account. The level of your contributions will be based on your actual earnings at the time, rather than your pay before you went on leave.

CONTRIBUTIONS

THE COMPANY'S CONTRIBUTIONS

The company will normally assume that salary sacrifice will apply and that any optional contributions that you make are to be treated as a salary sacrifice. Your salary is reduced and an additional employer's pension contribution is paid to Fidelity.

However, if you feel that the salary sacrifice approach is unsuitable for you then you can elect to opt out of salary sacrifice by contacting My Choice on 03458 33 77 11. Your personal contributions will be deducted from your net salary.

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***Pensionable salary** is your basic annual salary plus any regular payments specified by the Company as being part of your pensionable pay*

YOUR CONTRIBUTIONS

As a member of the plan, the minimum contribution is 3% of your pensionable salary. Your contribution will be deducted from your earnings automatically through the payroll system and paid to Fidelity by your employer, together with any company contributions.

Under current legislation, all contributions paid to your pension account, must be used to provide retirement benefits and cannot be refunded to either the company or to you beforehand.

HOW DOES SALARY SACRIFICE WORK?

Salary sacrifice happens when you give up the right to receive part of the cash pay due under your contract of employment, in return for your employer's agreement to provide you with some form of non-cash benefit. In this case, the company will pay an additional pension contribution into your pension account equal to the amount of salary that you have sacrificed. Full information regarding salary sacrifice is available from My Choice.

Your employer may determine the number of times a year that the amount of salary sacrificed can be changed and further details should be obtained from your My Choice.

TAX RELIEF

As the plan is set up on a salary sacrifice basis, your selected contributions are paid to your pension account by the company and are classified as an employer contribution. You will not be able to obtain tax relief on contributions paid via salary sacrifice, however your income will be reduced and tax and National Insurance will be calculated on your reduced salary.

Any personal contributions paid in addition to salary sacrifice will qualify for tax relief at the basic rate of tax. If you pay higher rate tax you may be able to claim extra tax relief on any personal contributions directly from your tax office. Tax relief is only received on your contributions up to 100% of your earnings or £3,600 gross a year, whichever is higher. This relief will only be available up to the limit of the annual allowance within the tax year.

If you choose to opt out of salary sacrifice and pay a personal contribution by means of a deduction from your net pay, you will receive immediate income tax relief on your contributions to the plan at the basic rate of 20%. The basic rate tax relief is claimed directly on your behalf from HMRC by Fidelity. If you are a higher rate taxpayer you may be able to claim additional tax relief by direct notification to HMRC or by completing the relevant section of your self-assessment tax return. If you do not currently complete a tax return, we suggest that you contact your local tax office directly so you do not lose this tax benefit.

If you have opted out of salary sacrifice, you will only be able to opt in during the annual renewal window.

There are no limits to the amount of contributions that you can make to your pension account, but HMRC does restrict the level of contributions that can enjoy the full tax advantages. This restriction is known as the Annual Allowance and is currently set at £40,000.

As indicated, pension contributions will still be subject to an Annual Allowance of £40,000 after April 2015. However, if you choose to make withdrawals from your pension account after this time in addition to taking tax free cash, contributions to any money purchase arrangement you hold will be limited to £10,000.

In addition, if you decide to access any money purchase benefits flexibly you will need to advise all your pension providers where you hold benefits of this action within 91 days of the actions you have taken or potentially face a fine from HMRC of £300.

You should also be aware that the Annual Allowance carry forward facility does not apply to the this particular allowance.

This is a complex area and we therefore recommend you speak to a financial adviser if you are thinking of accessing your benefits flexibly.

In addition, if the contributions to all registered pension schemes of which you are a member, including all salary sacrificed, personal and employer contributions, exceed the Annual Allowance, you may be liable to a tax charge on the excess based on the highest rate of income tax payable by you.

PENSION INPUT PERIOD (PIP)

The PIP is the period over which the contributions paid are measured against the Annual Allowance. The PIP for the this Pension Plan is 6 April to the following 5 April (a tax-year PIP).

If you have contributions in excess of the £40,000 Annual Allowance, then any unused annual allowance from the PIPs ending in the three previous tax years can be carried forward to help you reduce or eliminate any tax charge. For the 2015/16 tax year, it could be carried forward from 2012/13, 2013/14 and 2014/15. The Annual Allowance for this purpose is £50,000 for the 2012/13 and 2013/14 tax years and then £40,000 for 2014/15 tax year.

This may go some way to offset excess contributions but will not benefit you if your annual contributions have exceeded the Annual Allowance for each of the three previous years.

Please note that you are responsible for reporting directly to HMRC if the total contributions paid into registered pension plans either by you, or on your behalf, exceed the Annual Allowance.

LUMP SUM CONTRIBUTIONS

To top up your pension account and take advantage of the tax allowances, you can make lump sum contributions at any time. If you are interested in this option you should contact Fidelity.

TRANSFERS IN

You may be able to move money from other pension arrangements into your pension account in the plan. For example, with Fidelity's agreement, you may be able to transfer into your pension account the value of:

- benefits left behind in a pension plan from an earlier job
- a personal pension or stakeholder plan
- a retirement annuity policy (i.e pre 1988 type of personal pension).

Please note that no tax relief is given on transfers in. This is because the transfer takes place between two pension arrangements and it is not treated as a personal contribution for tax purposes.

More information on this option is available from Fidelity's Pensions Service Centre on **0800 3 68 68 68**. However, before deciding to transfer existing benefits, we strongly recommend that you seek financial advice about whether transferring is appropriate for your individual circumstances.

STATE BENEFITS

STATE PENSIONS

State pensions are paid from state pension age. You can find your current state pension age by going online at www.gov.uk/calculate-state-pension , but please be aware the age may change in future as legislation changes.

The new State Pension will be a regular payment from the government that you can claim if you reach State Pension age on or after 6 April 2016.

You'll be able to get this new State Pension if you're eligible and:

- a man born on or after 6 April 1951
- a woman born on or after 6 April 1953

You can still get a State Pension if you have other income like a personal pension or a workplace pension.

How much you can get

Currently, the full new State Pension will be no less than £148.40 per week. The actual amount will be set in Autumn 2015.

Your National Insurance record is used to calculate your new State Pension.

You will usually need at least 10 qualifying years on your National Insurance record to get any State Pension. They do not have to be 10 qualifying years in a row. This means for 10 years at least one or more of the following applied to you:

- you were working and paid National Insurance contributions
- you were getting National Insurance credits, e.g. for unemployment, sickness or as a parent or carer
- you were paying voluntary National Insurance contributions.

If you have lived or worked abroad you may still be able to get some new State Pension.

You may also qualify if you have paid married women's or widow's reduced rate contributions.

You may have to pay tax on your State Pension.

Defer your new State Pension

You don't have to claim the new State Pension as soon as you reach State Pension age. Deferring the new State Pension means that you may get extra State Pension when you do claim it.

You can find more information about the State Pension at www.gov.uk. There are a number of ways to apply for your State Pension forecast:

- online: go to www.gov.uk/state-pension-statement
- by post: download, print and complete an application form available from the above website and post it to the address on the form
- by phone: call the State Pension Forecasting Team on 0845 3000 168.

CHOOSING YOUR INVESTMENTS

INVESTING YOUR PENSION ACCOUNT

The amount of retirement savings you will have depends, to a large extent, on how much your pension account grows over the years. When you access your retirement savings, you will choose a solution that provides for the whole of your retirement. So it is in your interests to make sure it is invested in a way you are happy with and that offers you the best chance of increasing the value of your pension account.

Details of the funds available to you, including the formal statements of their investment objectives, are given in your key features document. They are also available on PlanViewer or from Fidelity's Pensions Service Centre (0800 3 68 68 68).

Investing with Fidelity provides you with the following options:

Option 1 – Self-select – you can choose your own fund or funds.

Option 2 – Lifestyle strategy – your pension account will be allocated for you.

If you have no experience of investing, there is a great deal of support available to help you make your choice. Fidelity's Pensions Service Centre representatives are always willing to answer your questions. Their goal is to provide you with information to help you make a decision you'll feel comfortable with.

Although they can help you with information, they cannot give you advice on what investments would be right for your particular situation. If you would like that sort of help, you may want to think about seeing a Financial Adviser.

MAKING YOUR INVESTMENT

On joining the plan, Fidelity will automatically invest the contributions in Futurewise, the default investment strategy. You will be able to change your investment choice at any time once you are enrolled in the plan - online or by calling Fidelity.

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*A **Financial Adviser** is a person authorised to provide financial advice, for which they may charge a fee.*

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***Shares** give you part ownership of a listed company. Their prices reflect how well investors feel that companies are doing and are expected to do. **Equities** is another term used for shares.*

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***Bonds** are loans to companies or governments. (Loans to the UK government are called gilts.) Their prices depend upon current and future interest rates and the financial strength of the companies or governments to which the loans have been made.*

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***Cash** means investment in a range of short-term financial products offered by banks and financial institutions. As these products produce varying returns cash funds do not offer or set a particular rate of interest.*

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***Property** involves investing either directly in commercial property (like office blocks and shopping centres) or in the shares of property companies. Investment returns reflect either rental income and the value of the property held or the value of any shares held in property companies.*

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***Alternative Investments** cover a very broad and varied range of investments, and are so called because they are not traditional investments such as equities, bonds and cash. They could, for example, include investments in commodities (such as oil, gas, raw materials) and* *infrastructure (such as toll roads).*

MORE TAX SAVINGS

In addition to any tax relief on your personal contributions, there are some tax advantages that can help your pension account grow. For example, there is no tax on the interest earned by cash deposits or bond investments in a pension plan. Additionally, any growth is also free from capital gains tax. However, the dividends from shares are paid out of a company's after-tax profits, so it is not possible to claim back any of this tax.

How much the tax savings involved in a pension account are worth to you will depend on your personal circumstances. You should remember that tax rules may change in the future.

FUND MANAGEMENT STYLES

There are two fund management styles you should be aware of before you make your investment choice: active and passive.

Passive management: – the investment manager tries to follow a particular investment market e.g. the UK stock market.

Active management: – the investment manager's aim is to try to achieve better returns than the relevant investment market over a particular time period. Fidelity is an active fund manager.

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Benchmark *A measure against which the investment performance of a fund may be judged.*

OPTION 1 – SELF-SELECT

Making an investment choice involves choosing a fund or a selection of funds that match your attitude to the risks and rewards of investing.

As you may realise, being a successful investor usually means tolerating a certain amount of risk. This can sound alarming if you are new to investing, so it may help to think of risk as an essential element in everything you do – from crossing a road to catching a plane. You are constantly weighing up the risks that an activity involves against the benefits it might bring.

What this means for investments is that you can think of risk as an opportunity – it gives you a chance to increase the growth potential of your pension account.

To help you decide how your views on risk might translate into specific fund choices, you may find it helpful to follow an investment strategy. There are three basic approaches you might want to consider:

INVESTMENT STRATEGIES

Growth style strategy: a growth style strategy might also be described as adventurous, aggressive, ambitious or high risk. This type of strategy aims to build up the value of your pension account. It is probably only suitable if you have many years left until the time you intend to take your benefits.

Balanced style strategy: the aim of a balanced style strategy which could also be described as cautious, moderate or medium risk is to provide some growth potential but with a lower amount of risk. You might want to consider this type of strategy if you are mid way to the time you intend to take your benefits or if you are uncomfortable with the level of risk associated with a growth style strategy.

Defensive style strategy: the purpose of a defensive style strategy is to act as a safeguard against short-term falls in the value of your pension account just before you use your retirement savings. This strategy could also be called controlled, guarded, or low risk. You may like to consider this type of strategy when you are close to the time you intend to take your benefits.

A CLOSER LOOK AT THE INVESTMENT STRATEGIES

a. A growth style strategy (could also be called adventurous, aggressive, ambitious or high risk)

With a growth style strategy, you focus on investments that have a higher chance of producing significant returns over the long term, but you need to accept that investments like this also involve more risk.

Historically and when investing for the long term, the best returns have tended to come from stockmarket based investments (sometimes referred to as equities), so you will probably want to consider funds investing in UK or international shares. However, share prices fluctuate all the time, and if the stockmarkets go down, the value of your pension account will usually fall. This is part and parcel of this type of strategy – the idea is that you make sure your investments have time to recover from any setbacks and have the potential to go on to achieve further growth.

Could a growth style approach be right for you?

Time is the key to this type of strategy, so it will probably only be suitable if you have many years left until the time you intend to take your benefits. You must also be comfortable with the higher level of risk that you need to take for the possibility of achieving higher returns in the longer term.

b. A balanced style strategy (could also be called cautious, moderate or medium risk)

This type of strategy aims to achieve a balance between stockmarket based investments that offer growth potential, with a relatively high level of risk, and others that offer more security. The aim of this type of strategy is to provide a degree of protection for the money that has built up in your pension account, while ensuring that there is still the potential for some investment growth in the years before you take your pension benefits. This approach is generally not as risky as a growth style strategy but you need to accept that there is still risk involved. You may also receive lower long-term returns compared to a growth style strategy.

You might want to seek this balance by combining different types of funds such as bond and cash funds as well as equity funds. Historically bond funds have tended to offer lower but steadier returns than equity funds, and cash funds offer the most secure investment but have tended in the long term to offer lower returns than bonds or equities. Alternatively you could consider a balanced, multi asset, or diversified type of fund (if your scheme offers these options). These funds generally invest in equities, bonds and cash and could also include investments in commodities and property and possibly other investment types, too. With these funds you spread risk by investing in a range of investments. In other words you are not putting "all your eggs in one basket".

Could a balanced style approach be right for you?

You may want to follow a balanced style strategy if you are approaching the time you intend to take your benefits, or you are only prepared to take a certain amount of risk with your investments. It will aim to reduce your exposure to risk while still retaining some growth potential.

c. A defensive style strategy (could also be called controlled, guarded, safe/secure or low risk)

A defensive style strategy involves focusing on lower-risk funds so there is less chance of your pension account suffering short-term losses. The sorts of investment you may want to consider will include cash deposits and the more secure types of bonds. By steering away from equity funds, you protect your investments from the danger of a sudden drop in the stockmarket.

The drawback with this approach is that the potential returns from defensive style investments have historically tended not to be as high for long term investing as those from stockmarket based investments.

Could a defensive style approach be right for you?

This type of strategy can be a good option to choose if you are relatively close to the time you intend to take your benefits. If you move into more secure types of investment as you approach the time you intend to take your benefits it may help to reduce the volatility of your account value just before you use your retirement savings. People who are not prepared to take much investment risk with their retirement savings may also think about this type of strategy, but it's important to bear in mind that this does expose you to the risk of inflation eating into the value of your savings. If you follow a defensive style strategy when you still have a long time before the time you intend to take your benefits, you may find that your pension account does not grow as much as you want it to.

OPTION 2 – LIFESTYLE STRATEGY: FUTUREWISE, YOUR READY MADE INVESTMENT SOLUTION

FutureWise (which is a lifestyle strategy) aims to make your investment decision as easy as possible. It is designed for members who prefer to rely on an investment strategy that has already been set out for them. FutureWise targets sustainable capital growth over time, while helping reduce the impact of market downturns. This strategy may be suitable for you if you are not familiar with making decisions about investments or do not feel comfortable self-selecting funds.

HOW DOES FUTUREWISE WORK?

FutureWise (which is a lifestyle strategy) is an automated investment process that invests your pension account into a range of appropriate funds during your working life. FutureWise does not target one specific retirement income option as many members do not know how they will wish to take their retirement benefits. The FutureWise approach aims to deliver the best outcome however you choose to generate your income in retirement such as buy an annuity, take an income via income drawdown or take cash at retirement or a combination of all three of these options.

Using a broad range of assets helps spread investment risk and provides diversification over the long term. FutureWise gives exposure to asset classes with varied risk characteristics, including those with opportunities for growth as well as capital preservation. This helps control volatility and reduces the potential for permanent capital loss. A combination of asset classes that behave differently throughout market cycles has the potential to generate a smoother and more predictable return.

The main fund used by FutureWise to help achieve its aim is Fidelity's Diversified Markets Fund. The fund is designed to achieve consistent returns with limited risk.

As your retirement date approaches FutureWise gradually increases the proportion it holds in assets with defensive qualities which provides the opportunity to preserve the value of your account by avoiding capital loss in more extreme markets. FutureWise invests in fixed income assets, such as government bonds and cash as they typically carry a lower level of risk than growth assets during periods of market stress.

Here are the main advantages and disadvantages to help you to decide whether or not FutureWise might be a suitable choice for you:

Advantages

- You do not need to manage your pension account actively.
- The switching process will be carried out automatically. There is nothing more for you to do unless you want to take a more active investment approach yourself (by investing in 'self-select' funds).
- FutureWise aims to put you in the best position at the point of retirement whichever option(s) you choose to generate your retirement income. This can include taking an annuity, income drawdown or taking cash.
- There is no additional charge for investing in the strategy. Please note that charges are levied on the funds used by FutureWise, as detailed separately in your Key Features document.

Disadvantages

- By moving some allocation out of growth funds as you approach retirement you could potentially miss out on better growth, as growth assets are expected to generate higher returns than cash or bonds over the long-term.
- Investment decisions are taken away from you. If you want a more hands on approach to planning for your retirement, FutureWise is probably not for you.

MOVING BETWEEN FUNDS

The table shows how the funds used by FutureWise change each year in the years leading up to retirement age.

- Fund A - Fidelity Diversified Markets Fund
- Fund B - Fidelity UK Aggregate Bond Fund
- Fund C - Fidelity Cash Fund

Years to retirement	Fund A	Fund B	Fund C
5	100%	0%	0%
4	100%	0%	0%
3	100%	0%	0%
2	99%	0%	1%
1	85%	5%	10%
At retirement	65%	5%	30%

The strategy, including fund selection, has been designed by Fidelity and overseen by Fidelity's Investment Oversight Group. This table simplifies the process slightly, as Fidelity actually makes gradual changes on a much more regular basis than once a year. Once the switching period has begun, switches will be reviewed on the same day every month – or as soon as reasonably practical afterwards. You should keep track of your investments regularly to ensure this strategy is consistent with your plans and your risk appetite.

FutureWise is an automated strategy driven by your intended retirement date and to ensure the strategy works as intended it is important to advise Fidelity of any changes to this date. As with all pension arrangements you cannot usually start taking your benefits until age 55.

CHANGING YOUR INVESTMENTS

You can change your investment choice whenever you want. You can do this in one of two ways, either:

- by using Fidelity's secure online pension service – PlanViewer – at **www.fidelitypensions.co.uk**

or

- by calling the Fidelity Pensions Service Centre on **0800 3 68 68 68**.

There is no charge for changing the way your pension account is invested. For the latest fund information please refer to the fund factsheets by logging onto PlanViewer, or by contacting the Fidelity Pensions Service Centre.

It is worth remembering that even if you leave the company you may still have money invested in your pension account. Your investment strategy may need to change over the years, just as it would if you were still making regular contributions to the plan.

Please remember that if you move money between funds or switch from one investment option to another, you may be out of the market for a short time. If the market moves in that time, it could affect the value of your investments.

Fidelity reserves the right to limit the number or frequency of times you switch. It may do this, for example, if short-term or excessive trading could harm fund performance by disrupting portfolio management strategies and increasing the expenses that the fund has to pay.

FUND CHARGES

There are no initial charges for the funds. So if you contribute £100 to your pension, £100 is invested into your chosen funds. These funds have annual management charges, which currently range from 0.20% to 1.50%. Funds also incur expenses such as auditing and registry fees and the figures quoted in your literature (we call these 'other charges') are a guide based on historical estimates and may change. The annual management charge and the other charges (together expressed as the 'total expense ratio') are deducted from each fund's assets and are reflected in the quoted daily price for the fund – they are not a separate charge taken directly from your pension account. Performance figures for the funds therefore take account of all charges. All charges are reviewed regularly and Fidelity will notify you if the annual management charges on a fund in which you are invested increase.

RISK FACTORS

All investments involve a degree of risk, and some of these risks are detailed below.

- Past performance is not a reliable indicator of future results.
- Remember, the value of investments may go down as well as up and you may not get back the amount invested.
- If the fund you choose invests in overseas markets, changes in currency exchange rates will affect their value.
- If the fund you choose invests in emerging markets, these may carry a higher risk than investing in established markets. Investments in emerging markets are likely to experience greater rises and falls in value and there may be trading difficulties.
- If the fund you choose invests directly in property, there may be delays in completing your instruction to sell. This could affect you, for example when you are close to pension age, as it may be difficult to sell the units you hold in such funds. Any decision to invest in property should be carefully considered in line with your planned pension goals. The value of property is generally a matter of a valuer's opinion rather than fact.
- The value of a fund may be affected if any of the institutions with which cash is deposited suffers insolvency or other financial difficulty.
- Due to the greater possibility of default, an investment in corporate bonds is generally less secure than an investment in government bonds. Default risk is based on the issuer's ability to make interest payments and to repay the loan at maturity. Default risk may therefore vary between different government issuers as well as between different corporate issuers.

LEAVING THE PLAN

If you leave the company or opt out of the plan before your indicated retirement age, the company's contributions to your pension account will stop. You are **not** entitled to a refund of the contributions that have been made into your pension account.

Unless you elect to change your investment selection at the time of leaving, your pension account will continue to be invested in the same way as before but you can change your invesment choice in the future.

If you opt out of the plan but change your mind later, you will only be allowed to rejoin the plan with the company's consent.

If you should die before your indicated retirement age, after leaving your pension account invested with Fidelity, benefits will be payable based on the value of your pension account at the date of payment.

However, you have several options as to what you can do with your pension account if you leave the company.

CONTINUING CONTRIBUTIONS ON AN INDIVIDUAL BASIS

If you change jobs your employer will no longer contribute to your pension account and you will no longer be able to make regular contributions to the plan. However, you may leave your pension account invested with Fidelity and single contributions and pension transfers from previous pension arrangements will still be accepted. Alternatively, you could make regular contributions to a new Fidelity Self Invested Personal Pension Plan (SIPP) arrangement set up in your name, subject to any minimum contribution level which applies at the time. If appropriate, your new employer may also be willing to contribute to your replacement Fidelity pension.

TRANSFERS OUT

You will be able to transfer the value of your pension account to:

- a new employer's registered pension scheme, provided it is willing and able to accept the transfer
- a personal pension or stakeholder arrangement of your choice.

Currently, any transfer of your pension account is free of transfer charges. You should seek financial advice about whether a transfer is right for you. Transfer values include the value of both employer and employee contributions.

If you change jobs and you, or your new employer, wish to continue to make contributions to Fidelity, a new account will be set up and all your existing assets under this existing arrangement will be transferred to this new account. The charges that will be applied under the new account could be more or less than those charged under this arrangement.

LEAVING THE COMPANY

If you want to leave the plan while still employed by the company, you must give the company and Fidelity one month's written notice. All contributions to your pension account will stop from the date notified by you. You will have the same options as mentioned earlier. If you change your mind later, you will only be allowed to rejoin the plan with the company's consent.

KEEPING IN CONTACT

You should keep Fidelity informed of any change in your personal circumstances, or your address, so that Fidelity can contact you when you are due to take your pension. You can do this by calling Fidelity on **0800 3 68 68 68**.

YOUR RETIREMENT SAVINGS

WHEN CAN I ACCESS MY RETIREMENT SAVINGS?

The earliest you can use your retirement savings is when you are 55. If you are hoping to access your retirement savings early, you should bear in mind that your pension account will have had less time to grow, so your savings and other subsequent benefits may be lower. You can build up extra funds to help increase your retirement savings by increasing your contributions (see the 'Contributions' section). The earlier you increase your contributions the more chance you will have of increasing your retirement savings.

You do not have to access your retirement savings by a certain age, but if you wait until after the age of 75, specific rules apply and you are encouraged to seek financial advice if you are considering this.

You do not need to access all of your retirement savings at once. This may be useful if you would like to phase your retirement – for example if you intend working part-time for a while before you access all of your retirement savings.

More information on all these options is available from the Pensions Service Centre.

ILL-HEALTH

In the event that you become too ill to work it may be possible for you to take the benefits that have built up in your pension account at an earlier age than usual. If you become seriously ill you might be entitled to take all your benefits as a cash lump sum. For further information regarding these options please contact Fidelity.

LIFETIME ALLOWANCE

The benefits you choose are subject to certain allowances set by HMRC which apply to this and all other registered pension schemes. For example, the maximum overall fund that you can accumulate and still enjoy tax advantages on is currently £1.25 million. This is known as the lifetime allowance and covers all your tax privileged pension arrangements. If your arrangements exceed this limit the excess may be liable to a lifetime allowance tax charge.

If you believe you may be affected by this limit, you should seek financial advice.

SMALL POT COMMUTATION

If the value of your pension account is small, you could consider taking all your benefits as a cash sum, separate from any other pension savings you have. The value of your pension account must not normally be greater than £10,000 to qualify for this.

JARGON BUSTER

*A **registered pension scheme** is one that has been registered with HMRC and enjoys a number of tax privileges. These include the ability to take part of the benefits as a tax-free cash sum and receive tax relief on contributions.*

RETIREMENT OPTIONS

Fidelity's Retirement Service can help you review your retirement options and help you to make a plan that's right for you, including a full advice service if that is required. Alternatively, you may choose to exercise your open market option and use a company or adviser of your own choice. You should shop around for the best solution for you, and you may wish to seek the help of a financial adviser.

WHAT IF YOU DIE?

IF YOU DIE BEFORE YOU ACCESS YOUR RETIREMENT SAVINGS

If you die before taking your benefits from the plan, the money in your pension account can be paid out as a lump sum to your dependants or used to provide an income for them. This is the case whether or not you are still working for the company at the time of your death. If you die before the age of 75 the money in your pension account can be paid as a lump sum or used to provide an income for your dependants both of which would normally be tax free. You should note that if you die after age 75 benefits payable to any beneficiary will normally be taxed.

EXPRESSING YOUR WISHES

To ensure your dependants are not liable to inheritance tax in the event of your death, the administrator must decide who receives any benefits arising from your membership of the plan. However, it will take account of your wishes and you should let Fidelity know now to whom you would like any benefits paid by completing an expression of wish form, which is available under the myPlan section in PlanViewer.

IF YOU DIE AFTER YOU ACCESS YOUR RETIREMENT SAVINGS

Depending on the choices you make with your retirement savings, there are different rules that apply. Generally, if you still have funds invested and are taking an income from them, then they will be paid to your dependants free of any taxes, if you die before age 75.

If your death occurs after age 75, there will be tax to pay on the remaining proceeds at your dependants' marginal income tax rate.

If you have purchased an annuity, generally there is no payment to your dependants unless you included a dependant's benefit or a guarantee period that had not expired before your death.

JARGON BUSTER

*The **administrator** of the plan is FIL Life Insurance Limited. Contact details are in the following section.*

JARGON BUSTER

*Your **dependants** are those who are financially reliant on you and will include your spouse or civil partner. HMRC impose strict criteria on the dependants that benefits can be paid to.*

HELP IS AT HAND – MEMBER SERVICES

HELPING YOU MANAGE YOUR PENSION ACCOUNT

Fidelity's Pensions Service Centre provides a range of services to help you manage your pension account. You can do so in four ways:

- online with PlanViewer at **www.fidelitypensions.co.uk**
- call the Fidelity Pensions Service Centre on **0800 3 68 68 68**
- email enquiries to: **pensions.service@fil.com**
- write to the Fidelity Pensions Service Centre

Fidelity Pensions Service Centre
Beech Gate
Millfield Lane
Lower Kingswood
Tadworth
Surrey KT20 6RP

ONLINE – PLANVIEWER SERVICES

PlanViewer – Fidelity's secure online pension service – lets you log in to your account whenever you want. It is available 24 hours a day, seven days a week. PlanViewer is an easy way to manage your account.

You can log in to PlanViewer to:

- view the current balance of your pension account
- see how your pension account is invested
- change how the existing balance of your pension account is invested
- change how the future contributions are invested
- download information for all investment options
- check transactions on your pension account
- look at statements showing the transactions on your pension account over particular periods of time
- download plan documents and guides on retirement planning and investing, and
- use retirement planning tools in the 'My Toolkit' section.

PLANVIEWER SECURITY

To ensure that only you have access to your pension account, you are given a username and password. The first time you log into PlanViewer, you will be asked to change your password to one of your own choice. You will also be prompted to set-up a number of security questions. Your password never expires, however if you subsequently forget it, a replacement temporary password can be sent directly to your e-mail account.

EMAILING FIDELITY

You can email Fidelity at **pensions.service@fil.com** or contact Fidelity using the 'contact us' link on PlanViewer. Where possible, Fidelity will reply by email but, for your protection, it can't accept instructions by email to make transactions on your account or to change your investment choice. For confidential and personal information, Fidelity will respond to you in writing.

TELEPHONE HELPLINE

Call the helpline on **0800 3 68 68 68** to speak to one of Fidelity's Pensions Service Centre representatives. The Pensions Service Centre is open UK business days from 8am to 6pm. Outside these hours, you can leave a message on the confidential answering service and a pension representative will contact you on the next business day.

Fidelity's Pensions Service Centre representatives aim to give you all the information you need to manage your pension account effectively but they cannot give you financial advice. You should consult a Financial Adviser for this.

PENSIONS SERVICE CENTRE SERVICES

The Pensions Service Centre team is happy to talk through any aspect of your pension with you. You can contact the team to:

- ask for an up-to-date value of your pension account or a statement
- request a transfer value quotation and personal predictions of your pension account's possible future value
- change which funds you invest in
- ask for information on your investment options
- update your personal details, and
- ask general questions about the Plan.

PENSIONS SERVICE CENTRE SECURITY

You will be given a password on joining the Plan so only you have access to your personal information (see PlanViewer security above). You will be asked to confirm three random characters of your password each time you call the Pensions Service Centre.

USEFUL CONTACTS

COMPLAINTS

Fidelity has procedures for the consideration of complaints. You can call the Fidelity Pensions Service Centre or write to Fidelity to obtain a copy of the procedures or to complain.

You will receive a full written response no later than two months after your complaint is received by Fidelity. If the matter is not resolved to your satisfaction, further detail of the next steps that can be taken will be included in the response.

THE PENSIONS ADVISORY SERVICE

Members can get help from **The Pensions Advisory Service** (TPAS) at any time in connection with any query you may have, not only after failure to resolve difficulties with the administrator. TPAS has a network of volunteer advisers who can answer queries and try to resolve the problem, corresponding with the scheme authorities as necessary. They can be contacted at:

11 Belgrave Road
London
SW1V 1RB
Tel: 0300 123 1047
www.pensionsadvisoryservice.org.uk
Email: enquiries@pensionsadvisoryservice.org.uk

FINANCIAL OMBUDSMAN SERVICE

Complaints about the sales and marketing of pension plans are dealt with by the Financial Ombudsman Service. They can be contacted at:

Exchange Tower
Harbour Exchange Square
London
E14 9SR
www.financial-ombudsman.org.uk
Email: complaint.info@financial-ombudsman.org.uk
Tel: 0800 023 4567 - free for people phoning from a "fixed line" (for example, a landline at home)

- 0300 123 9 123 - free for mobile-phone users who pay a monthly charge for calls to numbers starting 01 or 02
- +44 20 7964 1000 - for calls from outside the UK

PENSIONS OMBUDSMAN

The Pensions Ombudsman may also be able to investigate and decide any complaint or dispute which TPAS is unable to resolve for you. The Pensions Ombudsman investigates and decides complaints and disputes about the way that pension plans are run. The Ombudsman can be contacted at:

The Office of the Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB
Tel: 020 7630 2200
www.pensions-ombudsman.org.uk
Email: enquiries@pensions-ombudsman.org.uk

THE PENSIONS REGULATOR

There is a regulatory body which oversees the running of pension plans. The Pensions Regulator can intervene if trustees, employers or professional advisers fail in their duties.

The Pensions Regulator can be contacted at:

Napier House
Trafalgar Place
Brighton
East Sussex
BN1 4DW
Tel: 0870 606 3636
www.thepensionsregulator.gov.uk
Email: customersupport@thepensionsregulator.gov.uk

DEPARTMENT FOR WORK AND PENSIONS

For queries relating to your state benefits, you can contact the Department for Work and Pensions (DWP). Your local Citizens Advice Bureau will have the details of your nearest DWP office.

PENSION TRACING SERVICE

If you have difficulty tracing your benefits in future, you can contact the Pension Tracing Service, quoting reference number 10246613. Their address is:

The Pension Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU
Tel:0845 6002 537
Alternatively, you can complete an online form at www.gov.uk/find-lost-pension

FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)

The FSCS is the compensation fund of last resort for customers of authorised financial services firms. If a firm becomes insolvent or ceases trading the FSCS may be able to pay compensation. The FSCS can be contacted at:
Financial Services Compensation Scheme
10th Floor, Beaufort House
15 St Botolph Street
London EC3A 7QU
Tel: 0800 678 1100 or 0207 741 4100
email: enquiries@fscs.org.uk.
www.fscs.org.uk/

PENSION WISE

The government offers a free and impartial guidance service to help you understand your options at retirement. This is available via the web, telephone or face to face through government approved organisations, such as The Pensions Advisory Service and Citizens Advice Bureau. For more information:

Tel: 030 0330 1001
www.pensionwise.gov.uk

IMPORTANT LEGAL INFORMATION

TAX ADVANTAGES

The plan invests in the Fidelity Investments Personal Pension Scheme which is a registered pension scheme under the Finance Act 2004. This means that as a member you benefit from some important tax advantages:

- generally full tax relief is available on your personal contributions subject to the annual allowance
- your investments are free from tax on interest income and capital gains
- the option of taking part of your benefits as a tax-free cash sum.

HMRC ALLOWANCES

The benefits provided by the plan are subject to certain allowances laid down by HMRC. Under normal circumstances, your benefits will be within these allowances and they will be paid with no restriction. You will be advised if any limitation has to be applied in your case.

Please note, however, that you are responsible for reporting to HMRC if the total contributions paid into the plan exceed the annual allowance or the Money Purchase Annual Allowance. This should be done via your self-assessment tax return. If you do not currently complete a tax return, we suggest that you contact your local tax office directly.

INCOME AND INHERITANCE TAX

When paid, any retirement benefits you take will be treated as earned income for tax purposes. As a general rule any lump sum payable when you die will not be subject to inheritance tax.

RULES AND REGULATIONS

The plan is administered according to a strict set of rules, which meet the requirements of HMRC. You can ask to see a copy of the rules at any time – just contact Fidelity.

This booklet is a guide to the plan and will always be overruled by the rules, and current legislation specifically, if there is any difference between the two.

AMENDMENT OR DISCONTINUANCE

Fidelity reserves the right to amend or discontinue the Fidelity Investments Personal Pension Scheme at any time. If your benefits or rights are affected you will be given written notice. If the plan is discontinued, a statement detailing the value of your pension account will be sent to you and your options will be explained.

DATA PROTECTION

The personal data that you provide or which is provided about you through the course of your business relationship with Fidelity will be held on and processed by computer or other means in order for Fidelity or its affiliated or associated companies or agents to administer the plan. This may involve the transfer of data by electronic means including the internet and may also include the transfer of such data to affiliated or associated companies or agents based outside the European Economic Area. Your information will be held in confidence and not passed to any other company without appropriate permission or unless Fidelity is required to do so by law or except in the following circumstances:

- where it is necessary in order to administer the plan
- where we are provided with updated address details or other information by either you or your current employer, in which case we will update the information we keep for any other schemes of which you are a member and for which we hold records on our database
- we may provide some information to your employer to help us administer the plan
- at the request of your employer, we may also provide certain information to a Financial Adviser or in any event to a Financial Adviser who is acting on your behalf. Where we provide information to a financial adviser at the request of your employer, this may be to allow you to receive advice and/or to allow the financial adviser to provide general information (not personal data) to your employer, including the levels of investment in the funds available. This will help your employer assess the choice of funds.

You have the right to obtain a copy of the personal data held about you, for which you may be charged a fee – contact the Pensions Service Centre on **0800 3 68 68 68**.

LIABILITY

Fidelity will not be responsible for losses arising through it providing services under the plan or the Fidelity Investments Personal Pension Scheme or for anything it does or omits to do unless that failure is a breach of the Financial Services and Markets Act 2000, the Prudential Regulation Authority / Financial Conduct Authority rules, or is the result of a lack of due skill, care and diligence by Fidelity or its employees or agents. Fidelity will not, therefore, be responsible for losses arising from matters beyond its control, including fire, explosion, war, industrial disputes, or breakdown of equipment.

THE NATURE OF INVESTMENTS

Contributions may be allocated to funds of FIL Life Insurance Limited (FIL Life). Through these funds, FIL Life invests in underlying Fidelity unit trusts and open-ended investment company (OEIC) funds managed by FIL Investment Services (UK) Limited, authorised and regulated by the Financial Conduct Authority. FIL Life may also invest into funds managed by non-Fidelity fund managers or be reinsured by non-Fidelity life insurance companies. The name of the non-Fidelity insurance company or fund manager will normally be shown in the name of the FIL Life fund.The Cash Pensions Fund invests in the Fidelity Cash Fund, a UK authorised unit trust managed by FIL Investment Services (UK) Limited.

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