

# **Fujitsu Comparable Pension Scheme Booklet**

## **Section C**

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# 1 Introduction

This guide describes the benefits provided by Section C of the Fujitsu Comparable Pension Scheme ('the Scheme'). It should be read together with any other announcements or literature given to you which refer to your membership of the Scheme. This guide outlines the benefits which apply to active members of the Scheme and does not attempt to describe all the circumstances that may arise. If you are entitled to benefits that differ from those shown in this guide you will have been notified separately.

The Scheme is governed by a Trust Deed and Rules which specifies how the Scheme must be operated, and the full terms and conditions of the Scheme are contained within that document. If there is any discrepancy between the Trust Deed and Rules and this booklet, or any other supporting literature, the Trust Deed and Rules will prevail. Only the Trust Deed and Rules may be used for legal interpretation.

**The Member Website (MSS)** <https://fujitsu.pensiondetails.co.uk>

MSS is a useful tool as you can run your own benefit calculations at any time. You can also update your personal details such as your postal address, email address and your expression of wish form and view the Scheme's document library. MSS is regularly updated with news, information and features.

If you have questions about your pension benefits or need more information, please either visit [MSS](#) or contact the **Pensions Department** at [group.pensions@uk.fujitsu.com](mailto:group.pensions@uk.fujitsu.com) or telephone **0123 5797788** (external) or extension **7788** (internal). You may also write to the Pensions Department at the following address:

**The Pensions Department  
Fujitsu  
Lovelace Road  
Bracknell  
RG12 8SN**

## 2 Definitions

Certain terms are used in connection with the Scheme and their meanings are given here for ease of reference

**Annual Allowance** is an annual amount by which your pension savings can grow in a year before being subject to tax. For the 2016/17 tax year this is £40,000, although this is reduced if your total annual income is more than £150,000. The Government reviews the Annual Allowance from time to time so this amount may change in future tax years.

**Company** is Fujitsu Services Limited and any subsidiary or associated Company which has elected to participate in the Scheme.

**Final Pensionable Pay** is the highest total pensionable pay over any consecutive period of 12 months during the three final years before your retirement or earlier date of leaving the Scheme.

**Guaranteed Minimum Pension (GMP)** Before 6 April 2016, the State pension included an earnings related element known as S2P. The Scheme was "contracted out" of S2P which meant that the Scheme had to provide a minimum level of benefits. Minimum benefits built up before 6 April 1997 are known as Guaranteed Minimum Pension or GMP.

**Incapacity** is serious ill health or incapacity that means you are no longer able to perform your own job and impairs your ability to do any other job. The Trustee will determine whether you meet the definition of Incapacity based on such medical evidence as it may require.

**Lifetime Allowance** is the overall limit on the tax advantaged pension savings that you can accumulate over your entire working life. At 6 April 2016 it is £1 million worth of benefits. You may have benefits above this amount protected against a tax charge if you have applied for one of the Lifetime Allowance protections available. The Government reviews the Lifetime Allowance from time to time so this amount may change in future tax years.

**Normal Retirement Date** is the earliest date at which you can retire voluntarily to receive immediate and unreduced benefits. It is your 60th birthday.

**PCSPS** means the Principal Civil Service Pension Scheme.

**Pensionable Pay** is your basic pay plus allowances and other payments as determined by the Company and notified to you.

**Principal Employer** is Fujitsu Services Limited.

**Qualifying Service** is Reckonable Service plus certain other categories of service including pensionable service in a former scheme from which benefits have been transferred into the Scheme.

**Reckonable Service** is the number of complete years and complete days of your contributory membership of the Scheme (plus any additional years of service purchased with your additional contributions and certain service from your previous pension scheme if this was transferred into the Scheme). Part time service is counted proportionately on the basis of hours worked. Reckonable Service is limited to a maximum of 40 years if you leave Reckonable Service on or before age 60 (though Reckonable Service will continue to

build up if you remain in the Scheme and continue to contribute after age 60) unless you transferred from the PCSPS on or after 1 April 2013, in which case Reckonable Service is limited to a maximum of 45 years. If you are given permission to transfer your benefits from another registered pension arrangement into the Scheme, your Reckonable Service will include the transferred Reckonable Service.

**S2P** was the State Second Pension, replaced on 6 April 2016 by the new State Pension. The Scheme was contracted-out of S2P until 5 April 2016.

**Salary Swap** has the meaning set out in section 5. References in this guide to benefits which are dependent on you continuing to be in the Salary Swap arrangement should also be read as applying to you if you pay ordinary Scheme contributions from salary.

**Spouse** means your wife or husband (whether opposite or same sex) or your registered civil partner.

**State Pension Age** is the age from which you are entitled to start taking your State retirement benefits. Your State Pension Age is based on your date of birth. You can check your State Pension Age at [www.gov.uk](http://www.gov.uk)

**Trustee** is Fujitsu Comparable Pension Trust Limited.

### **3 Who can join the Scheme?**

You will be eligible to join the Scheme solely on invitation by the Company.

Membership of the Scheme is not a condition of employment and you can opt out whenever you wish. There is no specific period of notice you need to give but you must let **AskHR** know that you wish to leave and they will arrange for your contributions to stop from the month following the date of notification.

If, after opting out, you subsequently change your mind, you will not usually be allowed to rejoin the Scheme. So you should think carefully before you decide to opt out. After opting out you will remain covered for lump sum death in service benefits.

### **4 Can benefits be transferred?**

The Trustee currently has a policy of not accepting transfer payments for benefits from other pension arrangements except in special circumstances where it may be directed to do so by the Company. If you are advised that you can transfer previous benefits into the Scheme you will usually receive a Reckonable Service credit in exchange.

### **5 What are my contributions?**

Your contribution to the Scheme is 1.5% of your Pensionable Pay unless the exception related to transfers from PCSPS on or after 1 April 2013 applies to you. Contributions to the Scheme will usually be made using a Salary Swap arrangement as explained below.

A Salary Swap arrangement means that you do not pay any Scheme contributions, but instead you contractually give up an amount of your salary which matches the ordinary contributions you would have made. The Company then makes contributions to the Scheme equal to the salary which you gave up, known as 'Salary Swap Contributions'.

The Company will establish a 'notional salary' for you (equivalent to what your Pensionable Pay would have been if you had not given up some of your salary as part of the Salary Swap arrangement) which will be used to calculate your benefits in the Scheme.

You do not have to join the Salary Swap arrangement, but if you do your salary is contractually reduced, and the lower salary means you save money by paying less in National Insurance contributions. This may mean a slight reduction in your entitlement to 'contribution based' State benefits (such as Incapacity Benefits and Jobseekers' Allowance) and possibly to 'earnings related' State benefits (such as Maternity Allowance).

You cannot be in Salary Swap if this would take your salary below the National Minimum Wage and the Company may choose to impose a higher threshold. You will be contacted if your salary is not enough to allow you to participate in Salary Swap, and in this case your contributions would be collected directly from your salary.

If you leave the Scheme without leaving employment, your salary will be restored to the level it would be without Salary Swap.

Whether you participate in Salary Swap or not, you will usually receive tax relief at the highest rate you pay on your contributions, subject to the Annual and Lifetime Allowances.

You can choose to opt out of the Salary Swap arrangement and pay contributions by direct deduction from your salary. If you wish to opt out you need to contact **AskHR** but please remember that you will lose the National Insurance contribution saving you can make through the Salary Swap arrangement, so your take home pay will be less.

Salary Swap Contributions continue until your Normal Retirement Date or earlier date of retirement, leaving service or death. Should you continue in service after your Normal Retirement Date you may choose to continue paying Salary Swap Contributions.

## **6 What does the Company pay?**

The Company meets the cost of the Scheme, after taking account of the members' contributions. At least once every three years the Scheme's assets and liabilities will be valued by the Scheme Actuary and a rate of Company contribution will be calculated which is considered sufficient to ensure that the benefits are funded over the long term.

## **7 What happens to the contributions?**

All contributions are paid into a trust fund which is separate from the Company's business. Scheme benefits are paid from this fund which is invested by independent experts appointed by the Trustee. For the lump sum death in service benefit, the Trustee is currently paying premiums from the Scheme to an insurance Company for a policy which it has taken out to provide the benefits.

## **8 What are my Normal Retirement Benefits?**

On retirement at your Normal Retirement Date you will become entitled to a pension, payable for the rest of your life, which is calculated as an 80th of your Final Pensionable Pay for each complete year and day of your Reckonable Service.

In addition, you will receive a cash sum calculated as 3/80ths of your Final Pensionable Pay for each complete year and day of your Reckonable Service.

If on retirement at Normal Retirement Date or later you are unmarried or you do not have a registered civil partner, the value of your contributions plus interest may (at your option) be used to provide you with an additional benefit.

## **9 Can I take a cash sum at retirement?**

When you retire you may be able, if you wish to, convert part of your pension to provide an extra tax free cash sum in addition to the cash sum provided by the Scheme. Usually, the maximum tax free cash amount that you can take is 25% of the value of your pension benefits. You may also be able to take some of your Additional Voluntary Contributions or Additional Swap Contributions (see section 19) as an additional cash sum subject to applicable tax.

You may be able to take all of your benefits under the Scheme as a cash sum in certain, limited circumstances (but usually only on or after age 55). This option would apply if your benefits under the Scheme had a value of under £10,000 or if your benefits under all registered pension arrangements had a value of under £30,000. (The Government may change these amounts from time to time).

From April 2015 the government introduced greater flexibilities on how pensions can be taken, including taking up to the whole amount of your pension as a cash sum. If you are considering a transfer out of the Scheme to take advantage of the new options we recommend that you get advice or guidance to help you with this decision. Pension Wise is a service set up by the government to provide free and impartial guidance. For more information go to [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk)

Transferring out would be a material step and may have significant risks attached. When you are looking into your options, you should consider taking independent financial advice to help you decide which option is the most suitable for you (and in some circumstances the Trustee of the Scheme will require you to have done so). You can find an adviser on this website: [www.unbiased.co.uk](http://www.unbiased.co.uk)

## **10 Can I retire early?**

You may be able to retire early provided that you have completed at least two years' Qualifying Service. The earliest date at which you can retire is age 55. You will need to give the Trustee one month's notice of your intention to retire unless the Principal Employer agrees a shorter period.

If you were a member of the PCSPS immediately before joining the Scheme and you elected to transfer your benefits, then you may qualify for protection of an existing right to retire earlier.

Your pension will be based on completed Reckonable Service and Final Pensionable Pay at that date. A reduction will be made to your pension to allow for its early payment. You should contact the Pensions Department if you would like an early retirement quote.

You will require the Company's consent if you wish to take your benefits early while still continuing to work for the Company.

## **11 What benefits are paid if I have to retire early because of ill health?**

If you retire because of Incapacity, you will become entitled to immediate benefits.

If you have completed less than two years' Qualifying Service your early retirement pension and cash sum benefits will be based on your actual Reckonable Service.

If you have completed at least two years' Qualifying Service, your pension benefits will be increased to take account of the further Reckonable Service you would have completed if your employment had continued to your 65th birthday (or Normal Retirement Date if you joined the Scheme before 1 April 2006 or you were a member of the Capgemini UK (2004) Pension Scheme immediately before your membership transferred to the Scheme).

The cash sum will be increased to take account of one half of the further Reckonable Service you would have completed if your employment had continued to your 65th birthday (or your Normal Retirement Date if you joined the Scheme before 1 April 2006 or you were a member of the Capgemini UK (2004) Pension Scheme immediately before your membership transferred to the Scheme).

Ill health early retirement pensions will not be reduced for early payment.

## **12 Can I provide for my dependants?**

The Scheme provides automatic pensions for eligible Spouses and children if you die before or after retirement, but you may elect to make additional provision for your Spouse and/or children or provide a pension for another dependant by giving up part of your own pension. This option must be exercised before your pension comes into payment and is subject to certain conditions set out in the Rules.

If you are interested in this option you should apply to the Pensions Department.

## **13 Can I retire after my Normal Retirement Date?**

If you remain employed after Normal Retirement Date you can:

- Take your pension at Normal Retirement Date.
- Stop participating in the Scheme but take your pension at a later date.
- Continue to participate Scheme and continue to accrue pension benefits beyond your Normal Retirement Date.

Once you stop participating in the scheme your pension is calculated using your Pensionable Service and Final Pensionable Pay at that date. If you stop participating in the scheme on or after Normal Retirement Date and take your pension at a later date, your pension will be uplifted by a late retirement factor reflecting the period from when you stopped to participate to when you decide to take your pension.



## 14 What benefits are payable on death?

### Death in service before Normal Retirement Date

If you die before your Normal Retirement Date while employed by the Company the following benefits will be payable:

- A lump sum of 4 x your Pensionable Pay at the date of your death;
- A bereavement grant of £1,000;
- A spouse's pension:
  - If you joined the Scheme before 1 April 2006 the spouse's pension is one half of your own pension based on your completed Reckonable Service at the date of death, or if you have completed at least two years' Qualifying Service the spouse's pension is based on total projected Reckonable Service to Normal Retirement Date.
  - If you joined the Scheme on or after 1 April 2006 and you are not a former member of the Capgemini UK (2004) Pension Scheme, your spouse's pension is one half of your own pension based on your projected Reckonable Service to your 65th birthday.
- Children's pensions of one quarter of the spouse's pension for each child under the age of 18 (or at the Trustees' discretion 23 if in full-time education or vocational training), up to a maximum of four children.

### Death in Service after Normal Retirement Date

If you die after Normal Retirement Date but before age 65 while employed by the Company but before taking your benefits, the following benefits will be payable:

- A lump sum calculated as follows:
  - If you had continued your contributions to the Scheme (or had continued to participate in the Salary Swap arrangement), 4 x your Final Pensionable Pay at the date of your death plus any additional contributions paid by you;
  - if you had stopped your contributions to the Scheme (and no Salary Swap arrangement is in place), a lump sum benefit equal to the instalments of the pension you would have been paid for the first five years (assuming you had retired the day before your death), together with the amount of the deferred cash sum benefit increased up to the date of your death, ignoring any pension increases that might have been granted.
- If you die before age 75, a bereavement grant of £1,000.
- A pension for your Spouse calculated in the same way as for death in service before Normal Retirement Age.
- Children's pensions of one quarter of the Spouse's pension for each child under the age of 18 (or at the Trustees' discretion 23 if in full-time education or vocational training), up to a maximum of four children.

If you die after age 65 while employed by the Company but before taking your benefits, your Spouse (or, at the Trustees' discretion, your dependants) will be entitled to benefits as if you had retired, plus a lump sum of 4 x your Final Pensionable Pay at the date of your death plus any additional contributions paid by you.

### **Death after Retirement**

- If you die within five years of the start of your pension, a lump sum will be paid equal in value to the instalments of your own pension which would have been paid from the date of your death to the end of the five year period, ignoring any pension increases that may be granted after your death.
- A pension will be paid to your Spouse, if he/she survives you, of one half of your own pension.
- For the first three months following the date of your death the Spouse's pension will be increased to equal your own pension.
- If on your death you leave any children, pensions will become payable to them on the same basis as those payable on death in service (see under 'Death In Service').

### **Spouse's and children's pensions**

- The Spouse's pension will be paid for the remainder of his or her lifetime unless your Spouse remarries or enters into a new registered civil partnership, when it will stop.
- If your Spouse is more than 10 years younger than you the pension will be reduced to take account of the longer period for which it is likely to be paid.
- Any Spouse's pension paid will be subject to income tax.
- Children's pensions of one quarter of the Spouse's pension for each child under the age of 18 (or at the Trustee's discretion 23 if in full-time education or vocational training), up to a maximum of four children. Children's pensions will be doubled if at your death you do not leave a Spouse or your Spouse dies while receiving a pension.
- If you are not married or in a registered civil partnership at the date of your death the Trustee may, at its absolute discretion, apply all or part of the Spouse's pension for any one or more of your dependants as notified by you to the Trustee before your death.
- If no Spouse's or children's pensions become payable on death before retirement the accumulated amount of your own contributions will be refunded plus an allowance for interest.

## **15 Do pensions increase during payment?**

Pension in excess of GMP is currently increased each year in line with inflation subject to a maximum increase, currently 7.5% a year. The inflation measure currently used is either the Retail Prices Index (RPI), or the consumer prices index (CPI) if you were a member of the PCSPS who transferred to the Scheme on or after 1 April 2013.

If you transferred in any benefits in the Principal Civil Service Pension Scheme 1974 and/or the Electronic Data Systems 1994 Pension Scheme, a pension increase without the cap of 7.5% may apply to elements of your transferred-in benefits.

Pension increases will take effect on 1 April in each year. A proportionate increase will be granted in the case of pensions which came into payment during the preceding year. The increases described in this section also apply to pensions payable to your Spouse or dependent children.

## **16 What happens if I leave service or opt out of the scheme?**

If you have completed at least two years' Qualifying Service, you will be entitled to deferred pension and cash sum benefits payable from your Normal Retirement Date based on your Final Pensionable Pay at, and Reckonable Service completed to, the date of leaving.

During the period up to Normal Retirement Date the deferred benefits, in excess of any GMP, will be increased in line with an index of price inflation, currently the Consumer Prices Index (CPI), up to a maximum of 5% per annum compound. If you transferred in your benefits in the Principal Civil Service Pension Scheme 1974 and/or the Electronic Data Systems 1994 Pension Scheme, an increase in line with the Retail Prices Index (RPI) without a cap of 5%, may apply to elements of your transferred-in benefits.

GMP (if applicable to your pension) will be increased as required by legislation.

In the event of your death after you leave the Scheme and before commencement of your pension and before Normal Retirement Date the following benefits become payable:

- A Spouse's pension equal to one half of your own deferred pension including increases up to the date of your death.
- Children's pensions of one quarter of the Spouse's pension for each child up to a maximum of four payable to the child's 18th birthday (or, at the Trustee's discretion, to the child's 23rd birthday where full-time education or vocational training continues up to that age). The child's pension will be doubled if at the date of your death you do not leave a Spouse or your Spouse dies while receiving a pension.
- A lump sum of five times the annual amount of your deferred pension increased up to the date of death.
- The amount of the deferred cash sum benefit increased up to the date of your death.

Deferred benefits may be paid before your Normal Retirement Date provided that you are either over the minimum age you may take your pension (currently age 55) or you are forced to stop working because of ill health.

Deferred benefits taken before Normal Retirement Date may be subject to a reduction for early payment depending on your age at the date of your retirement.

### **Transfer to another pension arrangement**

Instead of a deferred benefit you can request that the value of your benefits is transferred

to another registered pension arrangement.

The transfer payment will be calculated on a basis agreed by the Trustee on the advice of the Scheme's Actuary, in line with statutory requirements.

In some circumstances, it may be necessary to reduce the amount of the transfer payment. We will let you know if this applies to you when we tell you the amount of your transfer payment.

If you are thinking of transferring your benefits into another registered pension arrangement, you can calculate the transfer value of your benefits on MSS or you can contact the Pensions Department.

If you are considering taking a transfer, you may wish to engage an independent financial adviser to help you to understand the implications of making the transfer from the Scheme.

If your transfer value is £30,000 or more, and you intend to transfer to a defined contribution (also known as money purchase) pension scheme, such as a personal pension, you must receive Financial Conduct Authority (FCA) regulated advice from an independent financial adviser. The Trustees are required by law to check that you have done this before a transfer can be processed.

From April 2015 the government introduced greater flexibilities on how pensions can be taken. If you are considering a transfer out of the Scheme to take advantage of the new options we recommend that you get advice or guidance to help you with this decision. Pension Wise is a service set up by the government to provide free and impartial guidance. For more information go to [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk)

## **17 Who are cash sums paid to after I die?**

Cash sums payable on death are distributed by the Trustee for the benefit of your dependants and beneficiaries. The Trustee has discretion to decide who should receive the monies and, although it will take account of your wishes, it is not bound by them.

To indicate your wishes to the Trustee you should fill in your bereavement beneficiary details on AskHR. You should also complete an expression of wish form by logging on to Member Self Service (MSS) at <https://fujitsu.pensiondetails.co.uk> and entering the information online. You are free to change your expression of wish form at any time and you should consider this if your personal circumstances change.

## **18 How are pensions paid?**

All pensions are currently paid on the 18th of the month for that calendar month. The pension is paid into your bank account.

## **19 Can I increase my benefits?**

If you wish, you may make additional contributions to increase your benefits under the Scheme. This is a tax efficient way of saving for retirement. Any additional contributions you choose to pay can (and will usually) be made through the Salary Swap arrangement (see section 5) and are known as 'Additional Swap Contributions' (ASCs).

Once a year, during the annual Your Choices Flexible Benefits enrolment, you will be reminded of the opportunity to start paying ASCs or alter your selection. You can make the

selection yourself in November with changes effective from the following January. You can also make changes to ASCs in any month by logging a call in ASK HR; these changes will take effect from 1st of following month.

Further one-off contributions may be paid at other times by personal cheque but you will have to reclaim the tax relief due yourself.

Your additional contribution fund is kept separate from your main Scheme benefits and will be invested with a provider under a group policy taken out by the Trustee. This fund may be used to provide a cash lump sum or other additional benefits when you retire.

## **20 What happens if I am absent from work?**

If you are absent from work because of ill health the period of absence will count as Reckonable Service for so long as pay continues to be paid by the Company. If you are absent with the Company's agreement for another reason and pay continues, the absence will count as Reckonable Service according to Company policy, but subject to a maximum of 10 years. In the event of Reckonable Service stopping during absence, you will become entitled to benefits as if you had left service (see section 16).

If you are absent from work for maternity leave and are contributing to the Scheme through the Salary Swap arrangement before you begin maternity leave, the Company will continue to make its usual employer contributions and additional pension contributions on your behalf to the Scheme whilst you are on leave, to the extent required by legislation (unless this would take your salary below the legal threshold for Salary Swap purposes, in which case you will be opted out of the Salary Swap arrangement and contribute directly to the Scheme). If you are planning maternity leave please contact the Pensions Department for more detailed information concerning your Reckonable Service and contributions during your period of absence.

Should you not return to work your Reckonable Service will terminate at the end of your paid maternity leave.

If you qualify for paternity leave your membership of the Scheme will continue as though you were working normally. You will be notified if you need to contribute to the Scheme during paternity leave.

If you are considering taking adoption or shared parental leave, please contact the Pensions Department for details concerning your Reckonable Service and contributions during your period of absence.

## **21 What else should I know?**

### **Pension Flexibilities available from 6 April 2015**

From April 2015 the government introduced greater flexibilities on how pensions can be taken. If you are considering a transfer out of the Scheme to take advantage of the new options we recommend that you get advice or guidance to help you with this decision. Pension Wise is a service set up by the government to provide free and impartial guidance. For more information go to [www.pensionwise.gov.uk](http://www.pensionwise.gov.uk)

Transferring out would be a material step and may have significant risks attached. When you are looking into your options, you should consider taking independent financial

advice to help you decide which option is the most suitable for you (and in some circumstances the Trustee of the Scheme will require you to have done so). You can find an adviser on this website: [www.unbiased.co.uk](http://www.unbiased.co.uk)

### **Who runs the Scheme?**

Responsibility for the operation of the Scheme rests with the Trustee. One-third of the Directors of the Trustee Company are member nominated, the remainder are appointed by the Company. This complies with the provisions of the Pensions Act 2004.

### **Internal Dispute Resolution Procedure**

Should you have a complaint about your benefits under the Scheme, the Trustee has established a formal procedure to deal with your concerns.

Your first point of contact should be:

The Secretary to the Trustee  
Fujitsu Comparable Pension Trust Limited  
Fujitsu,  
Lovelace Road,  
Bracknell,  
Berkshire,  
RG12 8SN

You will receive a full written response within two months. If the matter is not resolved, you can refer your concerns to the Trustee within six months of the original response.

### **The Pensions Advisory Service (TPAS)**

TPAS operates, with Government backing, a conciliation service, and a member who has a pension query, or has a grievance which he/she considers has not been satisfactorily dealt with can seek assistance from this organisation, whose address is:

11 Belgrave Road,  
London  
SW1V 1RB

**Tel: 0300 123 1047**

Website: [www.pensionsadvisoryservice.org.uk](http://www.pensionsadvisoryservice.org.uk)

### **Pensions Ombudsman**

The Pensions Ombudsman deals with disputes and cases of maladministration which TPAS has not been able to resolve. His rulings have the authority of a County Court and are binding on all parties, except that an appeal can be made on a point of law to the High Court. Members may seek assistance directly from the Ombudsman (whose address is the same as TPAS) although it is envisaged that the initial contact will normally be with TPAS.

**Tel: 020 7630 2200**

Website: [www.pensions-ombudsman.org.uk](http://www.pensions-ombudsman.org.uk)

### **Pension Tracing Service**

After leaving service you should maintain contact with the Scheme for so long as you

remain entitled to benefits by notifying the Scheme administrator as detailed on your leaving service statement of changes of address. To help members trace pension rights earned with previous employers the Government has set up a pension tracing service. The address of the service is:

The Pension Tracing Service  
The Pension Service 9  
Mail Handling Site A  
Wolverhampton  
WV98 1LU

**Tel: 0345 600 2537**

Website: [www.gov.uk/find-lost-pension](http://www.gov.uk/find-lost-pension)

### **The Pensions Regulator**

The Pensions Regulator has a range of powers to help safeguard pension rights of members of pension schemes and is able to intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties and in certain other circumstances. The address of the Pensions Regulator is:

Napier House,  
Trafalgar Place,  
Brighton,  
East Sussex  
BN1 4DW

Website: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

### **Is The Scheme Registered For Tax Purposes?**

The Scheme is registered with HM Revenue & Customs for tax purposes. Registration currently gives the following benefits

- members will usually receive tax relief on their contributions;
- the Scheme's investment return receives favourable tax treatment; and
- lump sums are generally payable tax free.

There are no limits imposed by HM Revenue & Customs on the amount of benefits that can be provided from the Scheme nor on the amount of contributions that can be paid in. However, any benefits in excess of the Annual Allowance or the Lifetime Allowance will be taxed.

### **Can I use my benefits as security for a loan?**

Because of HM Revenue & Customs' requirements, benefits may not be assigned or used as security for a loan. Such action may result in forfeiture of benefits.

### **Can the Scheme be amended or even discontinued?**

The Principal Employer reserves the right to amend or discontinue the Scheme or any section of it at any time. Amendments must be approved by the Trustee and comply with legislative requirements.

If the Principal Employer stops its contributions, the Scheme is discontinued and if the assets of the Scheme (its investments) are not sufficient to cover the Scheme's liabilities (the benefits earned by all the members at that date), current pensions law requires the Principal Employer to pay an amount to the Scheme estimated to secure the benefits members have already earned.

## **22 Data Protection**

The Trustee and the Company have both a legal obligation and a legitimate interest to process data relating to you for the purpose of administering and operating the Scheme and paying benefits under it. This may include passing on data about you to the Scheme's actuary, auditor, administrator and such other third parties as may be necessary for the administration and operation of the Scheme. The Trustee and the Company are regarded as 'Data Controllers' for the purposes of data protection.

## **23 What further information is provided?**

You are entitled to receive information on the operation of the Scheme and on your own benefits. Each year the Trustee will issue a report containing details of the Scheme's financial transactions, its investments and any other important developments. A copy of the report is available on the Pensions Portal on the Company's intranet. In addition, employed members will receive an annual statement setting out their own expected benefits on retirement or death.

All members, including pensioners and members with preserved benefits, will be provided with an annual statement, called a summary funding statement, which provides information on the Scheme's funding position.

On retirement, leaving service or death, full details of the benefits due will be provided to you or your dependants (as appropriate) and quotations will be provided for any options you are interested in.

## **24 Divorce or dissolution of a registered civil partnership**

If you get divorced or your registered civil partnership is dissolved, part of your pension can be 'earmarked' for your spouse or partner or your pension benefits can be 'shared' with your spouse/partner. The Pensions Department will supply you or your solicitors with the information necessary. Arrangements for dealing with pension rights are complicated so if this situation arises please contact the Pensions Department for further information.

## **25 State pension scheme**

Your Scheme benefits are paid in addition to any benefit you receive from the State pension scheme. See the government website for information about your State pension

[www.gov.uk](http://www.gov.uk)