Group Personal Pension Plan

Legal & General Worksave Pension Plan Application Form

TO BE COMPLETED BY THE EMPLOYEE -Please complete in **BLOCK LETTERS.**

Part A Personal Details

Family Name:		Forenames (in full):	
Date of Birth:		NI Number:	
Employee No:			

Part B Contribution Rates - Please tick your chosen contribution rate (in each case subject to AA WPP Plus – see below)

☐ **4%** Employee Contribution Rate
6% Employer Contribution Rate

☐ **5%** Employee Contribution Rate
7% Employer Contribution Rate

☐ **SELECTED** Employee Contribution Rate (5% Employee contribution or greater)
7% Employer Contribution Rate (if contribution rate above 5%)

Part C Amendment to Contract

Notwithstanding any other provisions of my terms and conditions of employment, I agree to the following:

a) The Company shall reduce my contractual gross salary and any other relevant earnings by a sum equivalent to the contribution that I would otherwise make under the pension plan. This will be shown as '***AA WPP Plus Pension***' on my payslip and be known as the '***AA WPP Plus adjustment***', and

b) The Company shall pay a value equivalent to the ***AA WPP Plus adjustment*** into my pension fund as employer contributions. These will be paid in addition to normal employer contributions.

This arrangement will continue until either:

a) A lifestyle change occurs (as defined in the scheme booklet) and I instruct the company that I wish to cease the ***AA WPP Plus*** arrangement. This must be done within one month of the change occurring.

A lifestyle change occurs and the Company is required to automatically cease operating the ***AA WPP Plus*** arrangement to prevent the ***AA WPP Plus adjustment*** being applied to a statutory payment. In such cases, I will automatically be put back in to **AA WPP Plus** when the lifestyle change ceases to apply.

c) I cease to be a member of the pension plan.

d) There are any government or legal changes that are relevant, in which case the Company may withdraw this arrangement.

e) The application of ***AA WPP Plus*** would reduce my earnings below the National Insurance Lower Earning Level.

f) The application of ***AA WPP Plus*** would reduce my earnings to below the National Minimum Wage or the National Living Wage (as applicable)

In the event that such change occurs, the Company reserves the right to:

i. increase my contractual gross salary/wage by a sum equivalent to the ***AA WPP Plus adjustment***, and

ii. deduct any relevant employee pension contributions from my salary and pay this into the pension plan.

b) In the event that I do not join, or chose to leave ***AA WPP Plus*** as described above, I authorise the Company to make a deduction from my salary at source of the appropriate percentage specified above (or any subsequent change to that amount that I have requested), representing my employee contributions towards the Scheme. This deduction is to be made on a weekly (if I am weekly paid) or monthly basis with effect from the date I join the plan until I notify the Company in writing otherwise.

Part D Member Declaration

I understand that I am entering into a long-term pension arrangement and I can only cease my active membership upon giving at least one month's notice in writing to cease membership or by my employment with the Company ceasing.

I authorise my employer to arrange for me to join the L&G Worksave Group Personal Pension Plan offered by the Company and operated by Legal and General Assurance Society Limited (Legal & General) and to pass any information about me, which might reasonably be required to set up an arrangement for me under the Plan to Legal & General.

I confirm I have received the Member Booklet or had on-line access to it detailing the basis of the Plan and contributions, along with Legal and General's supporting literature explaining the Contract details.

I understand that my contributions will be invested in the Global Fixed Weights 50/50 Index Pre-Retirement 10 Year lifestyle Profile (L&G code LLNY) until I advise Legal & General otherwise.

I understand that my default retirement age will be 65 until and unless I advise Legal & General otherwise.

Signature: **Date:**

Name:

Once completed please return the form to the AA Pensions Department, Fanum House, Basing View, Basingstoke, RG21 4EA

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