

# Allmat Building Supplies

## East Surrey Holdings Limited Group Personal Pension Plan Member Booklet

Everything you need  
to know about your pension

2024/2025



Version: April 2024

If you would like this booklet in large print please contact Iso on  
0800 122 3210

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# 1. Introduction and joining

We can spend up to a third of our lives in retirement and so planning for this time is essential if we want to maintain a reasonable standard of living. Automatic enrolment has improved the position for many people in the UK, and Allmat (East Surrey) Limited, (the “Company”) supports this further by making the East Surrey Holdings Limited Group Personal Pension Plan, (the “Plan”), available to you to help you save for this important time.

This booklet provides important information regarding the Plan offered by the Company. In addition to this booklet, you will receive information from the Plan provider Aviva. Please keep this information safe for future reference.

Auto-enrolment Section which applies to employees who are automatically enrolled into the Plan in line with government legislation.

Voluntary Section which applies to employees who voluntarily choose to join or upgrade their membership from the Auto-enrolment Section.

## 1.1. What is the Plan?

The Plan is a modern way for you to save for your retirement. It is straightforward, flexible and offers good value for money. You will have your own personal pension policy with Aviva, set up in your name.

The pension benefits you receive when you retire will depend upon:

- The amount of money paid into your personal account
- The investment of the money within your personal account
- The terms for buying a pension when you decide to retire
- The annual management charges deducted from your policy

## 1.2. Can I join?

All employees can join as long as they are not contributing members of or receiving benefits from any other pension arrangement provided by the Company.

If you do not choose to join the Voluntary Section of the Plan by completing the Application Form and you meet the following criteria set by the Government, you will be automatically enrolled into the Plan provided by Aviva on the first day of the month following completion of 2 months service, if you meet the criteria set out below:

- You are at least aged 22
- You are under State Pension Age
- You earn more than the automatic enrolment earnings trigger (£10,000 per annum in tax year 2024/2025)

If this applies you will receive further communications from Company and/or Aviva confirming you have been automatically enrolled and giving details of how you can opt out if you wish.

If you are assessed and are not currently eligible, you can still choose to join the Plan. Please contact Julia Freer-Sharples for further information. You will be assessed each time you are paid and will be automatically enrolled once you meet the criteria above.

If you wish to join or upgrade to the Voluntary Section of the Plan, please complete the Application form. To make joining as simple as possible, the Company will send your personal details direct to the Plan provider, Aviva.

### 1.3. Why is it important to be in the Plan?

Saving for your retirement is important. The Plan offers a number of advantages over other forms of saving including: -

- Valuable monthly contributions from the Company
- A saving of both Income tax & National Insurance (NI) contributions on the money you pay into the Plan, so it costs you less than if you make contributions to another pension plan
- Isio has negotiated special terms with Aviva, so you benefit from low management charges

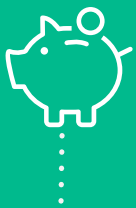
### 1.4. What information will I receive when I join?

When you are enrolled, or join the Plan, Aviva will send your membership documents direct to your home address. You will then be able to advise Aviva of any changes to your details, if necessary. You will also receive information on how to opt-out of the Plan. If you wish to opt-out, you will need to do this within a month of receiving the Plan details. If you opt-out within this time period, you will receive a refund of any contributions already made and your plan will be cancelled. If you wish to stop making contributions after this date, you can do so, but you will not receive a refund of any contributions made, they will be held in the Plan until you either take your benefits, die or transfer them to an alternative pension arrangement.

Saving for retirement is all about aiming to give yourself a decent standard of living, to enable you to enjoy the things you'll have time for when you are no longer working.



**FACT** - If you feel a little overwhelmed by all the information you need to take in, then contact our service team who will be happy to guide you. Contact details on page 16



## 2. Contributions

The Company will help you save for retirement by making valuable contributions to the Plan. In addition, your payments to the Plan will normally be made on a SMART basis. This means you will pay less NI than would otherwise be the case.

### 2.1. How much will the Company contribute?

The Company will contribute in accordance with the table below, with the contributions being calculated against your **Basic salary**.



Employee  
contribution



Company  
contribution



Total  
contribution

3.0%	+	6.0%	=	9.0%
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Please note that you will be automatically enrolled at the minimum personal contribution level of 3.0%. You can increase your personal contributions but the maximum Company contribution is 6.0%.

Your contributions will usually be collected via SMART.

#### Voluntary Section

If you choose to join or upgrade to the Voluntary Section, the Company will pay 2 times your SMART Pensions Adjustment in accordance with the table below, with the contributions being calculated against your Basic Salary



Employee  
contribution



Company  
contribution



Total  
contribution

3.0%	+	6.0%	=	9.0%
4.0%	+	8.0%	=	12.0%
5.0%	+	10.0%	=	15.0%



Please note that the minimum contribution you can make is 3.00%. You can choose a SMART Pensions Adjustment of more than 5.00% if you wish, but the maximum Company contribution is 10.00%.

## 2.2. How does SMART work?

By contributing via SMART you save NI contributions on your pension contributions. Instead of making normal pension contributions, your gross salary is reduced and the Company makes an equivalent contribution to the Plan on your behalf. Your pension contribution will be shown on your payslip as 'SMART Pensions Adjustment'.

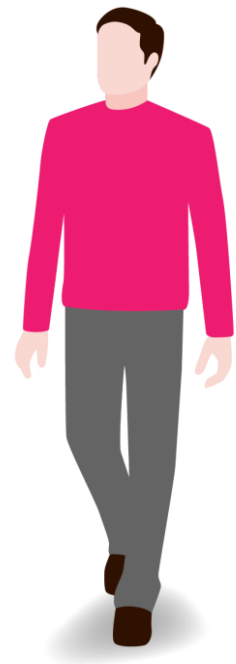
Making contributions in this way reduces your taxable salary, so you will pay less income tax and NI contributions.

Your original basic annual salary before your SMART Pension Contribution will be called your 'Reference Salary'. Although your taxable salary reduces, your pension contributions, life cover and overtime, will be based on your Reference Salary.

### Example 1 : 'Basic Rate Taxpayer earning £30,000'

*If your pensionable earnings are £30,000 a year and you choose a SMART Pensions Contribution of 3.0% (£75.00) under the Plan, your taxable annual pensionable income becomes £29,100. The reduction to your take home pay would be £54.00 per month calculated as follows:*

	SMART	NET PAY
Annual Pension Contribution (this is the contribution invested for you)	£900.00	£900.00
Less income tax saving	£180.00	£180.00
Less NI saving	£72.00	-
Net Yearly Cost to you	£648.00	£720.00
Net Monthly Cost to you	£54.00	£60.00



In this example, the Company will make a total contribution including your SMART Pension Contribution of £225.00 **per month**.

## Example 2 : 'Higher Rate Taxpayer earning £100,000'

*If your pensionable earnings are £100,000 a year and you choose a SMART Pensions Contribution of 3.0% (£250.00) under the Plan your taxable annual pensionable income becomes £97,000. The reduction to your take home pay would be £145.00 per month calculated as follows:*

	SMART	NET PAY
Annual Pensions Contribution (this is the contribution invested for you)	£3,000.00	£3,000.00
Less income tax saving	£1,200.00	£1,200.00
Less NI saving	£60.00	-
Net Yearly Cost to you	£1,740.00	£1,800.00
Net Monthly Cost to you	£145.00	£150.00



In this example, the Company will make a total contribution including your SMART Pensions Contribution of **£750.00 per month**.

*Please note these examples are for illustration purposes and assumes entitlement to the full personal allowance and no other additional elements of pay or deductions. Personal allowances, income tax and NI rates are based on the 2024/2025 tax year.*

### 2.3. Are there any limits on contributions?

There are no limits to the amount of contributions that you can make to your pension account, but HM Revenue and Customs ('HMRC') have set limits on the amount that will receive tax relief.

The Annual Allowance is £60,000 for the tax year ending 5 April 2025. In April 2023, the Lifetime Allowance was abolished.

Subject to meeting certain criteria, individuals with "**adjusted income**" over £260,000 will have their Annual Allowance reduced. Depending on the level of your income, this can be reduced to a minimum of £10,000. "Adjusted income" is broadly defined as taxable income plus all personal and employer pension contributions. If you would like further details or are concerned that you may be impacted by this and would like advice, please do not hesitate to contact Isio on 0800 122 3210.

### 2.4. How will making SMART contributions affect future pay reviews and any other elements of pay?

Future pay rises will be based on your Reference Salary (your basic annual salary before your SMART Pension Contribution), as will all of your pay-related benefits provided by the Company, so you will not lose out in this respect by participating in SMART Pensions.

## 2.5. Am I able to change the level of my SMART Pension Contribution?

Yes, you will be able to alter the level of your SMART Pension Contribution in April each year to take effect from May each year. Any requests to change the level of your Pensions Contribution not received in April will be at the Company's discretion.

To change your contributions, please contact Julia Freer-Sharples for a form.

## 2.6. What salary will be used if I need a mortgage or loan reference?

The Company will quote your Reference Salary (your basic annual salary before your SMART Pensions Contribution).

## 2.7. Will using SMART Pensions affect the amount of income tax that I pay?

Contributing via SMART enables you to effectively receive full tax relief on pension contributions at the time your salary is paid. If you pay tax above the basic rate of 20%, you will not need to claim higher rate tax relief from HMRC through Self Assessment, as would be the case with normal contributions to a Group Personal Pension. The amount of tax relief is the same, but using SMART saves you the trouble of having to make a claim for the higher rate relief.

However, if you earn less than the Personal Allowance (the level at which you start to pay income tax) of £12,570 per annum for 2024/2025, SMART may not be appropriate for you, because you will not get tax relief on your contributions. If this applies the Company will allow you the option to pay normal contributions instead, which will automatically attract tax relief at 20%.

## 2.8. Will my State benefits be affected?

When you participate in SMART, you save on NI contributions. For most employees paying less NI contributions will not materially affect your State benefit entitlements.

However, if after deducting your SMART contribution, your earnings fall below the Lower Earnings Limit (£6,396 for 2024/2025) your state benefit entitlements may be affected by participating in SMART, and therefore the Company will allow you the option to pay normal contributions instead.

The State Pension is paid at a flat rate and is dependent on the number of years of NI contributions paid, not on the actual level of NI contributions paid. As a result, your State Pension entitlements may not be impacted at all by taking part in a Salary Exchange arrangement.

It is not possible to sacrifice pay from statutory maternity pay ('SMP'), statutory paternity pay ('SPP') or statutory adoption pay ('SAP'). Therefore, although you may continue to participate in SMART during periods of maternity, paternity and adoption leave, the amount sacrificed cannot bring your annual salary below the level of SMP/SAP/SPP. This also applies to employees in receipt of enhanced SMP/SPP/SAP (please refer to Section 6 of this booklet for further details of the maternity provisions).

## 2.9. How does paying contributions via SMART affect tax credits?

Paying contributions via SMART will reduce your salary, which may have a beneficial effect on working tax credits, child benefit and child tax credits, as these are typically calculated on your earnings. If you are in receipt of these benefits, you are advised to speak to the tax credits helpline on 0345 300 3900, or refer to the following website for further guidance:

<http://www.taxcredits.inlandrevenue.gov.uk/qualify/WhatAreTaxCredits.aspx>

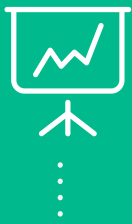


## 2.10. What if participating in SMART takes me below the National Minimum Wage?

Participating in SMART must not reduce your salary below the National Minimum Wage. If it does, you will not be able to participate in SMART and the Company will confirm this to you. You will be given the options to pay normal contributions if this applies.

## 2.11. Can I opt out of SMART and pay normal contributions?

Yes, but you will not benefit from the NI savings and your pension contributions will cost you more. If you do opt out of SMART you will not be able to opt in again in until May each year.



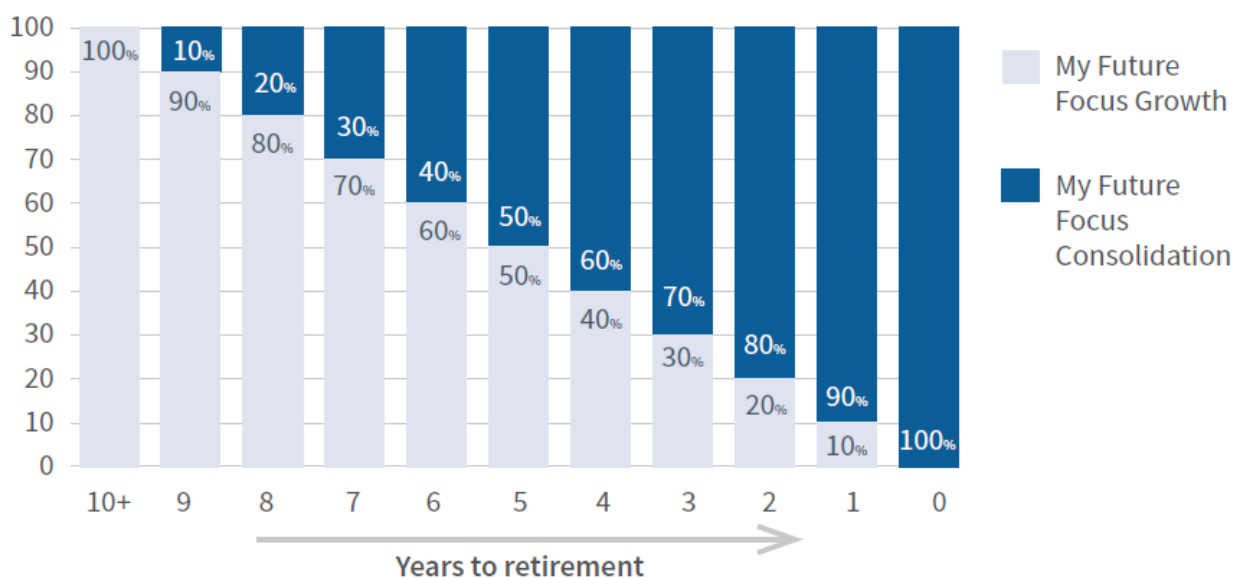
## 3. Investment and Charges

### 3.1. Where will the contributions be invested?

Your contributions will be paid into the Plan's default investment fund, although once your plan has been set up, you can choose alternative investments from the range available. The Plan offers you a wide range of fund choices and you can find out more about these options and select which funds you wish to invest your contributions in. Full details are included in the Investment Guide found online at <https://workplace.aviva.co.uk/eastsurreyholdingsltd>.

The Plan default investment fund has been selected by the Company following advice from its advisers, Isio.

The default approach for the Plan is Aviva My Future Focus "universal strategy". The initial investment stage (growth stage) is the 'My Future Focus Growth' fund until the member reaches 10 years before their 'Selected Retirement Age' (age 65 unless they have notified Aviva of a different age). From the 10th year before retirement the 'Lifestyle' process progressively switches assets into Aviva 'My Future Focus Consolidation Fund'.



(Source: Aviva)

You should consider carefully whether the Plan Default approach is appropriate for you and if you choose to remain in this option, it is important that you notify Aviva if you decide to change your selected retirement age. You should also reconsider your decision as you approach retirement.

### 3.2. What other options do I have?

Once Aviva has issued your policy, you can select alternative funds on-line at <https://workplace.aviva.co.uk/eastsurreyholdingsltd> or by requesting a form by calling their helpline on 0800 145 5744.

It is important that you pay close attention to the performance of your funds and investment options and you review your decisions regularly.

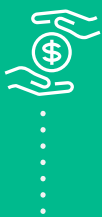
### 3.3. What are the charges?

The charges for default funds within Workplace pension schemes are capped at 0.75% pa. The Company has negotiated favourable terms with Aviva for your benefit. The charge applied to the Plan under the default approach will be 0.32%. This amounts to 35 pence per year for each £100 in your personal account. Details are provided on the example illustration and on the information sent to you by Aviva after you have joined.

If you select alternative investment funds, some have higher charges. Please refer to the Investment Guide online at <https://workplace.aviva.co.uk/eastsurreyholdingsltd> for full details.



***FACT** - The combined contributions of you and your employer are invested with the aim of your growing your retirement pot.*



## 4. Benefits

### 4.1. When can I take my benefits?

The Plan's default selected retirement age is 65. However, you may choose to start receiving your pension benefits at any time from age 55.

You can choose an alternative selected retirement age by going online at <https://workplace.aviva.co.uk/eastsurreyholdingsltd>.

### 4.2. What are the benefits?

The level of your benefits at retirement will depend on the value of your fund in the Plan, your age and the type of retirement benefits you choose when you retire.

The following summarises the main options available:

1

#### **A tax free cash sum and a guaranteed income for life (an Annuity)**

up to 25% of your pension savings can be taken as a tax free cash sum (subject to the Lump Sum Allowance (LSA) which is a maximum of £268,275 for tax year ending 5<sup>th</sup> April 2025 for those without protection) and you'll also receive an income for life (your annuity). This income will be taxed.

2

#### **Take it all as cash**

In addition to the 25% tax free cash sum (subject to the LSA) you can take your remaining pension savings as cash, but this amount will be taxed as income, so you may have to pay tax on it.

3

#### **Flexible access**

You can take part of your pension savings whenever you like and leave the rest invested. Again, you may have to pay tax on the amount you choose to take.

4

#### **A combination of the above**

Before your selected retirement age you will receive full details of your options. The choices can be complex, so it might be sensible to seek financial advice on the best option based on your circumstances.

#### **Warning:**

Please note that if you do flexibly access your pension savings and still wish to make further contributions that these may be restricted. Known as the Money Purchase Annual Allowance (MPAA), the MPAA in the tax year 2024/2025 is currently £10,000.

If you do access your pension savings, you should notify Aviva so your circumstances can be noted. If you fail to notify them and continue to make contributions, you could find yourself liable to a fine as well as tax to pay.

### 4.3. What State benefits are payable?

In addition to benefits from the Plan, you will remain entitled the State Pension. The current full State Pension is £221.20 a week for a single person. You will usually need to have 10 qualifying years on your NI record to get any State Pension. Under the current rules, you will need 35 qualifying years to get the full State Pension. In order to obtain a State Pension forecast you can go online at:

<https://www.tax.service.gov.uk/checkmystatepension>

### 4.4. What benefits are payable on death before retirement?

With effect from 6<sup>th</sup> April 2024, the Lump Sum and Death Benefit Allowance (LSDBA) places a cap on tax free lump sums paid during the member's lifetime and on death before age 75. It has been set at £1,073,100 for those without protection and is reduced by any LSA used.

**From the Plan** - If you were to die before receiving any pension benefits, the full value of the fund in your personal account will be paid to your dependants or your estate.

You are strongly encouraged to complete and return the Expression of Wish form, enclosed within the information pack, to give Aviva an indication of to whom you would like benefits to be paid in the event of your death.

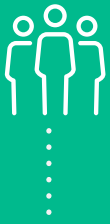
**From the Company** - In addition, the Company provides death in service benefits under the East Surrey Holdings Limited Group Life Assurance Plan, if you die whilst in the Company's employment. Please refer to section 5 for further information.

### 4.5. What benefits are payable on death after retirement?

If you die after starting to receive pension benefits, any further benefit/pension payments will depend on the choices you made at retirement. For instance, the pension could continue until the end of any guaranteed period, if one was chosen when the pension was set up and/or a pension could be paid to your spouse or dependants, if this option was selected.

### 4.6. What happens on leaving service?

There are a number of options. These include continuing to make a personal contribution to the Plan, or stopping contributions and leaving your personal account invested until retirement. Alternatively, you may transfer your personal account to another approved pension. Full details of the available options will be provided by Aviva at the time.



## 5. Life Assurance Plan

The Company also provides Life Assurance benefits under the East Surrey Holdings Limited Life Assurance Plan (the 'Life Assurance Plan'), which is a separate arrangement established under Trust. This is provided and paid for separately by the Company.

### 5.1. What benefits are payable?

In the event of your death whilst an employee of the Company a lump sum of 4 times Reference Salary, is provided.

Please note that in limited circumstances you may be required to provide evidence of good health to be entitled to the full benefit. Restrictions may also be imposed on individual employees by the life assurance company, and you will be notified if any such restrictions apply to you.

### 5.2. Who pays for the cost of the benefits?

The Company pays the full cost of this benefit to the life assurance company, in addition to any pension contributions that the Company pays to Aviva.

### 5.3. How are death benefits paid?

The Trustees of the Life Assurance Plan will decide who will receive the benefit and may pay it to one or more of your dependants, your relations, your estate and/or any other person or organisation you have named to them in writing. The payment will usually be made as a lump sum. Payment of the lump sum is free of tax, subject to the Lump Sum and Death Benefit Allowance (LSDBA) criteria, based on current legislation and HMRC policy.

### 5.4. How do I nominate a beneficiary?

It is important that you notify the Trustees of the Life Assurance Plan of the person(s) you would like to benefit in the event of your death. Please indicate your wishes by completing the 'East Surrey Holdings Limited Life Assurance Plan – Expression of Wish Form'.

Please note this is in addition to the Aviva Expression of Wish form that you need to complete for the return of the Plan fund value.

If you wish to change your nomination(s) in future, you will need to request and complete new forms. If you require new forms, please contact Julia Free-Sharples for the East Surrey Holdings Limited Group Life Assurance Plan form. For the Plan you can go online at

<https://workplace.aviva.co.uk/eastsurreyholdingsltd> or call the Aviva on 0800 145 5744.



## 5.5. What if I am temporarily absent from work?

If you are away from work but remain in employment, you will normally continue to be covered for life assurance benefit throughout any period during which you are absent through sickness or injury, or for a period of up to three years if you are absent for any other reason.

## 5.6. Other information

The Company has assured the benefits of the Life Assurance Plan under a life assurance policy.

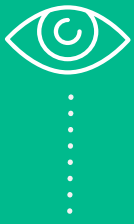
Disputes about the Life Assurance Plan are resolved through an internal procedure. For details about this please contact the HR Department.

Members and dependants may apply to Money & Pensions Service if they have questions about their benefits which have not been resolved with the Trustees. They can be contacted at the Money & Pensions Service, Borough Hall, Cauldwell Street, Bedford, MK42 9AP (telephone 01159 659570).

If the Money & Pensions Service is unable to help, the Pensions Ombudsman has powers to investigate any complaints and settle disputes relating to the Scheme (unless formal legal proceedings have started). Reference must normally be made within 3 years of the event. The Pensions Ombudsman can be contacted at 10 South Colonnade, Canary Wharf, London, E14 4PU (telephone 0800 917 4487).

The Company intends to continue the Life Assurance Plan, but reserves the right to change or stop it at any time.

This is a summary of the Life Assurance Plan, which is set up by a Declaration of Trust and Rules, which legally govern members' rights. Copies of these documents can be examined on request; please contact the Administrator if you would like to see a copy. If there is any conflict between the Rules and this booklet, the Rules will prevail.



## 6. Further information

Please refer to the Aviva Key Features document and explanatory information included in your information pack for further details of the Plan.

### 6.1. Who should I contact if I need help?

If you have any queries or if require any further information about the Plan you can contact our advisers Isio, who will be happy to provide assistance. Their contact details are as follows:

Isio  
AMP House  
Dingwall Road  
Croydon  
CR0 2LX

Telephone: 0800 122 3210  
Email: [seswsmartpensions@isio.com](mailto:seswsmartpensions@isio.com)

Please be aware that Isio are unable to provide you with any financial advice. Should you require financial advice you can find a financial adviser local to you at [www.unbiased.co.uk](http://www.unbiased.co.uk). Alternatively, you can obtain financial advice via an arm of our pension advisors Premier Wealth Planning on 0203 727 9800. Please be aware that there may be costs to meet at your own expense.

### 6.2. Who should I contact if I have a query about my plan?

For general enquires about your plan, you can contact Aviva directly. Their contact details are as follows:

Aviva  
PO Box 520  
Norwich  
NR1 3WG

Telephone: 0800 158 3142  
Monday to Friday: 8.00am – 8.00pm

Email: [contactus@aviva.com](mailto:contactus@aviva.com)

### 6.3. Who should I contact if I wish to change my payments?

For payroll or benefits related queries please contact Julia Freer-Sharples.

### 6.4. Can I manage my plan online?

Aviva offer a comprehensive range of online tools to help you manage your plan, including:

- **My Account** – where you can view and manage your pension (and any other Aviva plans you may have).
- **Payments Section** – where you can see what payments have been received.
- **Investment Section** – where you can understand what types of investments you have and how they've performed, use tools to help you understand your investment style and choose investment funds.
- **Retirement Planner** – where you can understand what your plan could be worth – and use the "What if" calculator to see how any adjustments might affect your benefits.

There are also a number of helpful videos available and an interactive website guide.

Details of how to access these services will be provided with your plan documents.

### 6.5. Can I transfer other benefits into the Plan?

Yes, although we recommend you take financial advice before any transfer is made. Please contact Isio if you wish to consider transferring other benefits into your plan.

### 6.6. What happens if I am on maternity, paternity or adoption leave?

If you are away from work to have a baby, your membership and benefits under the Plan will continue. The Company will continue making the same level of contributions to the Plan that were paid prior to you going on maternity, paternity or adoption leave during your period of paid leave.

### 6.7. What happens if I am on sick leave?

Whilst you are receiving Company sick pay you will remain in the SMART scheme and pension payments will continue to be paid into the scheme as normal. Once the entitlement to Company sick pay has expired you will be removed from the SMART scheme and pension contributions will be calculated and paid based on the actual salary being received. This will be calculated using the previously agreed pension contribution rate. On return to work your eligibility for reinstatement into the salary sacrifice scheme will be reviewed by the HR Department.

### 6.8. What happens if I leave the UK?

If you leave the UK your benefits will remain invested in your plan, unless you choose to transfer them to another pension arrangement. In limited circumstances, you may also be able to continue to make tax relieviable contributions whilst overseas, but you should seek professional advice, if you wish to continue contributions.

When you decide to take your benefits, they will be payable from the UK to you in your country of residence. If a double taxation agreement exists between the UK and your country of residence, the benefits may be paid gross from the UK, but will be subject to tax in your country of residence. Please refer to the HMRC website for details of the double taxation agreements that exist.

## 6.9. Are there any risks?

The figures within any illustrations provided by Aviva are only examples and are not guaranteed.

What you will get back depends on how your investments grow and on the tax treatment of the investment.

Your retirement fund could be more or less than that illustrated.

Your pension income will also depend on interest and annuity rates at the time you retire.

This investment is intended as a long-term investment and under current HMRC practice it is not normally possible to access the fund(s) prior to the age of 55.

The value of your fund can go down as well as up and the value will depend on how much you save, the charges you pay and the rate at which your investment grows.

All statements concerning the tax treatment of products and their benefits are based on our understanding of current tax law and HMRC's practice. Levels and bases of tax relief are subject to change.

## 6.10. Continuation of the Plan

The Company intends to continue to offer the Plan to employees, but reserves the right to amend the terms of or terminate the Plan in the future.

The Plan arrangements described in this booklet are based on current taxation and NI law and practice. If these change, or if there is no longer a benefit in participating in this arrangement, the Company reserves the right to amend the terms of or terminate these arrangements in the future.

## 6.11. Financial Services Compensation Scheme ('FSCS')

The FSCS was set up under the Financial Services and Markets Act 2000 and exists to protect customers of FCA authorised firms and covers deposits, insurance and investments. The FSCS can pay compensation to customers who have lost money as a result of their dealings with FCA-authorised firms that are unable to pay claims against them, usually because they are insolvent or have stopped trading. Details of the FSCS arrangements are outlined in the Aviva Key Features document.

## 6.12. Pensions Credit

The Pension Credit is a means-tested benefit, whereby amounts of 'capital' are converted into 'income'. Savings below £10,000 are disregarded. Every £500 or part thereof above £10,000 is counted as £1 of 'income'. All personal and occupational pension benefits, as well as lump sum investments would be included, and it is virtually impossible to be sure of the fund values and resulting pension levels in advance.

We have no way of knowing what your income/savings will be at the point of retirement, or indeed the qualifying criteria at the time (since governments over the years have changed, and will no doubt continue to change, benefit levels and structures) and therefore cannot ascertain whether the Pension Credit will work for or against you.

Further information can be found at: [www.gov.uk/pension-credit](http://www.gov.uk/pension-credit)

## 6.13. Notes

This Booklet has been reviewed by Allmat (East Surrey) Limited 's adviser based on its understanding of current pensions law and practice (March 2024). No individual investment advice is being given to you in this Booklet. If you are not sure whether the Plan is suitable for you, you should contact a financial adviser for advice. You can get the name, address and telephone number of your nearest financial adviser from the following website [www.unbiased.co.uk](http://www.unbiased.co.uk).

Taxation rates and thresholds for Scottish tax residents may differ.

Aviva is authorised and regulated by the Financial Services Authority in how it carries out investment business in the UK. Aviva as Pension Provider and Principal for the Plan.

This Booklet is only a brief description of the Plan. If there is any difference between the terms and conditions of the contract with Aviva and this Booklet, the contract will apply.

If you become a member of the Plan, any rights and benefits you have under the Plan will be governed by the Rules of the Plan.

Allmat (East Surrey) Limited can discontinue or amend the arrangements described in this Booklet and the special arrangements with Aviva for the Plan may be changed or end at any stage in the future.

The decision to join the Plan is entirely your own and you do not have to do so. If you do join the Plan, the level of retirement benefits available from your pension policy will depend on the contributions paid, the investment returns achieved on the contributions and nature of the benefits chosen at retirement. No guarantee regarding the level of your future retirement benefits is being given to you by Allmat (East Surrey) Limited or Aviva.

## East Surrey Holdings Ltd Group Personal Pension Plan (GPPP)

Forename:	Surname:
NI Number:	Date of Birth:

If you are aged 22 and over and below state pension age and earn over £10,000 per year, you will be auto enrolled into the Group Personal Pension Plan (GPPP) three months after you joined the company at the minimum contribution levels on a salary sacrifice basis.

Although we postpone the auto enrolment of our employees until three months after joining the company you can still join the pension scheme in the postponement period by checking the box below.

I would like Pension Contributions to start in the next available payroll	<input type="checkbox"/>
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### Contribution Levels

I confirm that I wish to join the Group Personal Pension Plan, subject to the terms and conditions governing the Plan from time to time and enclose my completed Application form.

The minimum contribution that you can make is 3% of your Reference Salary and there is no maximum limit. Your employer will contribute double the amount you contribute up to a maximum employer contribution of 10%.

Your Contribution	Employer Contribution	Total Pension Contributions
3%	6%	9%
4%	8%	12%
5% or more	10%	15%

If you wish to amend the amount you contribute, please complete the box below.

Please amend my SMART contribution to	% of my Reference Salary
Signed:	Date:



The Plan's default selected retirement age is 65.

***Therefore if you are aged 65 or over, your plan will be set up with a retirement age of 75, which you can amend online with Aviva once you have received your policy documentation.***

## Declaration:

I acknowledge and agree that, in return for the right to join the Plan, my terms and conditions of employment will change, to the extent necessary, to accommodate the change to my pension and pay provisions.

I authorise my employer to submit an application on my behalf to join the Plan with Aviva and agree to be bound by Aviva's Plan Rules. I understand that details regarding eligibility will be sent to me and that I must read these carefully to ensure that I am able to join. I will notify Aviva immediately if I am not eligible, or if any of the information provided is incorrect.

I authorise my employer, if applicable, to appoint and/or change the financial adviser that applies to my plan.

I authorise my employer to reduce my salary at the rate indicated on my Application Form and to inform Aviva of any changes to the level of payments.

I understand that I will initially join the Plan under terms set by my employer and its adviser and I will be given the opportunity to change these at a later date. These terms include an investment choice and selected retirement age set by my employer, on the advice of its adviser. I understand that my payments will be invested in this investment choice, unless I choose an alternative.


I understand that the default investment approach may be reviewed in the future. Whilst I am an employee I give my authority for the appointed adviser to instruct Aviva to move my accumulated pension fund and redirect future contributions into the new default investment approach that they may put in place. I understand that I will be given 30 days written notice of any such change and will have the opportunity to remain in the current default investment approach or to select an alternative option, during this notice period.

I consent to my employer providing Aviva with information about me which is necessary for the administration of my Plan, including relevant personal information, and confirm that I have read and understood the statement on Data Protection below:

- Information supplied may be used for the purposes of administration of the contract by any company within the Aviva Group, by re-insurers, by third parties who provide services to Aviva and by your intermediary. It may be transferred to any country, including those outside of the European Economic Area, for any of these purposes.
- Insurers and their agents share information with each other either directly or through registers and databases in order to prevent fraudulent claims and to assess whether to offer insurance, including the terms.
- In the event of a claim, the information supplied as part of the application and the claim form, together with other information relating to the claim may, on request, be supplied to other insurers or to relevant registers and databases.

I agree to all of the above and wish to join the Plan.

Isio Services Limited is authorised and regulated by the Financial Conduct Authority FRN 922376.

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