

UK SMART Pension Plan opt-in form

Please read the FAQ to make sure you understand the '**UK SMART Pension Plan**' before making your decision.

If you are covered under the current Auto Enrolment Pension Scheme:

- Currently your contributions are deducted directly from your pay under the '**Relief at Source**' Method where you get only tax relief.
- If you choose to **opt-in** for the '**UK SMART Pension Plan**', you get both NI & Tax reliefs. Please complete the information below as required.
- Under the '**UK SMART Pension Plan**', you can choose to voluntarily contribute anything above 5% which is the minimum employee pension contribution as per statute, ensuring that we are within the annual limits of Annual Pension Contribution of 60,000 GBP for the 2023-24 tax year. Please note you may have different limits which may be far less so should seek advice.

If you are **not covered** under the current Auto-Enrolment Pension Scheme:

- If you choose to **opt-in** for the '**UK SMART Pension Plan**', you get both NI & Tax reliefs. Please complete the information below as required.
- Under the '**UK SMART Pension Plan**', you can choose to voluntarily contribute any percentage, ensuring we are within the annual limits of Annual Pension Contribution as noted above.

If you are covered under the Private Pension Scheme

- You can choose to transfer the funds from your Private Pension Plan to Tech M facilitated '**UK SMART Pension Plan**' to avail the benefits of the scheme. Please connect with Mike for any further clarity on the transfer procedure.
- Under the '**UK SMART Pension Plan**', you can choose to voluntarily contribute any percentage, ensuring we are within the annual limits of Annual Pension Contribution as noted above.
- Please complete the information below as required.

If you are unsure and would like advice, please contact:

MikeSavage

mike.savage@warren-house.co.uk

(01908) 326586

Warren House Employee Benefits

The Stable Yard, Vicarage Road, Stony Stratford, Milton Keynes, MK11 1BN

Please accept this as notice that I wish to participate in the 'UK SMART Pension Plan'. I understand that my pension contributions will be deducted directly from my fixed monthly gross pay. I have read and understood the plan description.

- I understand that this reduction in salary **will not** be exchanged for an additional employer contribution to my pension and by entering into a salary exchange arrangement from the next available payroll period.
- I am aware that my **terms and conditions of employment will alter**.
- I understand that I cannot amend this percentage, nor withdraw from the salary exchange scheme, **without prior agreement from the Company** and this is subject to approval and not guaranteed.
- I understand that the agreement is **based on a percentage of salary** and that as my notional pay changes, so will my pension contribution and reduced pay amounts.
- I understand that this agreement will **remain until such point** as the Company withdraw the scheme, I cease eligibility, or I opt out.

Surname:

First name:

National Insurance number:

With effect from:

I would like to contribute % to my pension.

I understand that my monthly fixed gross salary will reduce by the same percentage. This deduction will be calculated on my fixed gross salary.

Signed:

Date: