

Personal details (please complete in BLOCK CAPITALS)

Full name NI Number

Phone/Email Date of Birth

Please complete this form to specify the level of AVCs you would like to pay (section A) and how you would like your AVC Fund to be invested (section B). Further information about AVCs is set out in the AVC Guide which can be found on the Scheme website (www.lepensions.co.uk).

Section A: Your Contribution Level

Please indicate the level of monthly contribution you wish to make, either as a cash amount or a percentage of Pensionable Salary.

I wish to pay the following
monthly rate of AVCs

£

Min £1

or

Min 1%

%

per month

with effect from

01/

/20

If you wish to make a **one off lump sum** please complete and return two forms, one indicating the lump sum you would like to pay, and then an AVC Contribution Change form indicating the level of contributions you would like to pay the following month. It is your responsibility to ensure you do not exceed **maximum limits** on contributions (see notes below) and it is recommended you take financial advice before paying AVCs.

Section B: Your Investment Choices

Please specify below the % of your contributions which you would like to invest in each fund. If the Lifestyle Strategy is selected, no other fund may be chosen. If you do not indicate a choice of fund(s), your AVCs will be invested in the Lifestyle Strategy with a Target Retirement Age of 65.

☐ **Option 1: Lifestyle Strategy**

I would like to invest in the Lifestyle Strategy

Please specify your Target Retirement Age, which can be any age from age 55. If you do not specify an age, we will automatically use age 65. Your Target Retirement Age can be changed at any time.

Target Retirement Age

☐ **Option 2: Pick & Mix**

LEPS Long Term Growth Fund

%

LEPS Islamic Global Equity Fund

%

LEPS Stable Growth Fund

%

LEPS Corporate Bond Fund

%

LEPS Cautious Growth Fund

%

LEPS Fixed Annuity Focus Fund

%

LEPS Global Equity Fund

%

LEPS Inflation-Linked Annuity Focus Fund

%

LEPS ESG Global Equity Fund

%

LEPS Cash Fund

%

TOTAL
100

%

Section C: Declaration

I understand that AVCs are paid in accordance with the Rules of the Scheme (as amended from time to time).

If I have previously opted into Smart, I agree to sacrifice the amount indicated above. If I have previously opted out of Smart, I agree to pay the amount indicated above via salary deduction. I authorise my Employer to adjust my earnings or deduct contributions and the Trustee to invest the contributions in accordance with my investment instructions.

Signature

Date

Please return this form to:

Leonardo Electronics Pension Scheme, XPS Administration, PO Box 562, Middlesbrough, TS1 9JA .
Alternatively email a scanned copy to LEPS@xpsgroup.com

Scheme hotline: 0117 440 2491

Notes

Payroll Implementation You should note that XPS must receive this form before the payroll cut-off date in order for your instructions to be actioned in that month's payroll. Forms received by 5th of the month will usually be actioned that month. Forms received after this date may not be actioned until the following payroll.

Smart Your contributions will automatically be paid through smart salary sacrifice if your core contributions are paid in this way. However, if, by paying through smart, your salary falls below the national living wage, our payroll administrator will automatically take your AVCs out of smart. Further information is provided in the Smart Guide on the Scheme website.

Financial Advice You should consider taking independent financial advice before making AVCs.

Scheme Limits The maximum amount you can pay into the Scheme in a tax year is 100% of your UK taxable earnings (including your core pension contributions).

The Scheme allows members to take their tax free cash from their AVC fund, up to a limit of £50,000 (or 25% of the total value of your pension (if lower)). Further information about how these limits apply is set out in the AVC Guide, which can be downloaded from the Scheme website at www.lepensions.co.uk.

Government Limits The Government has limited the amount of pension saving that you can make in a tax efficient manner in each tax year (called the Annual Allowance). The standard Annual Allowance for the 2022/23 tax year is £40,000 (some individuals will have a lower allowance). The value of any increase in your Leonardo Electronics pension over the year is taken into account. If you exceed the Annual Allowance, you may need to pay tax.

We would recommend that you read the Annual Allowance factsheet on our website - www.lepensions.co.uk – and read the guidance on the Government website (www.gov.uk/tax-on-your-private-pension/annual-allowance).

Lifestyle Strategy – Target Retirement Age The Lifestyle Strategy allows you to nominate a Target Retirement Age, which may be earlier than the Scheme's Normal Retirement Date. Choosing a Target Retirement Age lower than the Scheme's Normal Retirement Date does not give you a right to take your pension at this date. The terms relating to when you may take your pension are specified in the Scheme rules.

Lifestyle Strategy – Retirement Focus fund In the last five years before your Target Retirement Age your funds will move into the Retirement Focus fund. Within this fund there are three different options (see the AVC Guide for details). If you would like to select an option within the Retirement Focus fund you can do this through www.MyPension.com/LEPS. If you do not make a selection your Retirement Focus funds will be invested in the default option within Retirement Focus fund.

2000 Section Selected Benefits Scheme (SBS) You are unable to contribute to the 2000 Section SBS and pay AVCs at the same time. If you complete and return this form your SBS contributions will cease and you will be unable to restart them.