



## Leaving the Company – What to Expect

This document has been prepared to help you understand the processes you will go through in relation to your Leonardo Electronics pension when you leave the Company. You can find information on the following points:

### Leaving the Company

- Understand what happens to your pension entitlement
- Find out how much you are entitled to

### Once you have left

- Understand the options available to you
- Find out about transferring your pension to your new pension scheme
- Understand what is payable if you were to die before drawing your pension
- Keep the Scheme up to date of any change in circumstances

### Planning to retire

- Understand when you can take your pension
- Find out what you need to do to receive your pension

### Information provided after you leave

- Find out what information you can expect to receive once you leave

### Your BAE benefits

- Find out where you can get details of your BAE benefits
- Understand how taking your benefits from BAE at a different time than your Leonardo Electronics benefits can affect your overall pension

### Financial advice

- Where can I get financial advice?

You should note that this is a general guide and is not a legal document. It should be read in conjunction with the Scheme booklet. If there is a conflict between this guide and the Rules of the Scheme, the Rules will prevail. This guide is not a full statement of the law which governs the Scheme, and members are advised to take independent financial advice on the options available to them.

Prepared on behalf of the Trustee of the  
Leonardo Electronics Pension Scheme  
Version 10 – July 2023

## Leaving the Company

- **I'm leaving the Company, do I need to do anything with regard to my Leonardo Electronics pension?**

Your HR Department will inform the Scheme administrator, XPS Administration, of your leaving date.

- **What happens to my Leonardo Electronics pension?**

You will retain an entitlement to pension benefits within the Scheme, and become a “deferred member”.

Your pension benefits will be adjusted, roughly in line with inflation up until you retire and draw your benefits. The rates of increase will be explained in your “Deferred Benefit Statement”.

If you left the Leonardo Electronics Pension Scheme (previously the Selex Pension Scheme) prior to 6 April 2016, your pension benefits will also be adjusted as required to reflect the changes in the BAE Systems offset pension (if any) which forms part of your Leonardo Electronics Pension calculation. This may result in an increase or decrease to the part of your pension payable from the Leonardo Electronics Pension Scheme – further information is available from XPS Administration.

- **How much are my pension benefits worth?**

Once XPS Administration have received all your final salary and contribution details from Payroll they will calculate your pension benefits.

Under 55	Over 55
<ul style="list-style-type: none"><li>• If you are under age 55 you will receive a “Deferred Benefit Statement” informing you of the value of your benefits at your date of leaving.</li></ul>	<ul style="list-style-type: none"><li>• If you are over age 55 you will receive a “Retirement quotation” informing you of the pension and lump sum you could receive if you draw your pension from your date of leaving. If you are over age 55 you may wish to consult the Retiring – What to Expect guide.</li><li>• If you do not take your pension, you will receive a “Deferred Benefit Statement” informing you of the value of your benefits at your date of leaving.</li></ul>

**Remember to keep your “Deferred Benefit Statement” in a safe place.**

Please note that should you choose to leave the Leonardo Electronics Pension Scheme and defer taking your benefits, the benefits to which you are entitled at a later date could be **higher or lower** than those quoted in your “Retirement quotation” or shown on your “Deferred Benefit Statement”. Neither the Trustees nor XPS Administration are authorised to provide you with

any financial advice so if you require this we would recommend that you talk to an independent financial adviser.

## Once you have left the Company

- **What options are available to me if I don't take my pension straight away?**

You can choose to:

- leave your benefits in the Leonardo Electronics Pension Scheme until you wish to retire; or
- transfer your benefits out of the Scheme to another pension scheme.

- **What will happen if I leave my benefits in the Leonardo Electronics Pension Scheme?**

You will be a deferred member. You can keep up to date with the Scheme through the Scheme's website, [www.lepensions.co.uk](http://www.lepensions.co.uk).

- **How do I transfer my benefits to another pension scheme?**

You can transfer your benefits in the Scheme to another registered pension arrangement.

However, you should ask your new pension arrangement if it is willing to accept transfers from other schemes, and if your transfer value is over £30,000 you must take advice from a Financial Conduct Association (FCA) pension transfer specialist.

If you would like to investigate the possibility of transferring your benefits to another registered pension arrangement, you should contact your new pension provider. If they will accept transfers in, they will ask for your authority to request a transfer value of your Scheme benefits. Your new scheme administrators will then write to XPS Administration to request a transfer value. Once received, they will inform you of the benefits your Scheme transfer value could purchase in their scheme. You can then decide whether or not to proceed, however if your transfer value is over £30,000, the Scheme will be unable to release your transfer value without confirmation that you have taken advice from a FCA pension transfer specialist.

Please note if you transfer your benefits to another arrangement you may not receive the same pension value and it is therefore recommended that you take financial advice before making any decisions to transfer.

- **If I were to die before drawing my pension, what benefits would be payable to my family/dependants?**

The Scheme provides some death benefits, although typically this is much less than when you are an employee. For more information, please see your Member Booklet which is available from the Scheme website at [www.lepensions.co.uk](http://www.lepensions.co.uk).

It is a good idea to keep your Scheme Expression of Wish form up to date, to help the Trustee in the unfortunate event of them having to decide who to pay a death benefit to. Remember to also keep your BAE Systems Expression of Wish form up to date.

- **Do I need to tell anyone if my circumstances change?**

Yes, you should inform XPS Administration if you move house or change your personal circumstances such as marital status. You can find further information on the Scheme's website at [www.lepensions.co.uk](http://www.lepensions.co.uk).

## Planning to retire

- **When can I draw my pension?**

When you leave service, you can draw your pension from the age of 55 onwards (moving to 57 from 2028). If you draw your pension before your Normal Retirement Date, it will be reduced for early payment as it will be paid for a longer period of time.

- **I have decided I would like to draw my pension. What do I need to do?**

You need to contact XPS Administration and request a “Retirement quotation”. See the Retirement – What to Expect guide for more information.

It is recommended that you request a “Retirement quotation” at least six months before you plan to retire.

- **What happens if I don’t draw my pension early?**

XPS Administration will write to you approximately six months before your Normal Retirement Date providing you with details of the pension and lump sum you are entitled to and giving you instructions on how to claim your benefits.

If the Trustee agrees, you can choose to receive a pension starting after your Normal Retirement Date, but you must take your pension before reaching age 75.

**Contact XPS Administration if you have any questions**

**Email: [LEPS@xpsgroup.com](mailto:LEPS@xpsgroup.com)**

**Write to: Leonardo Electronics Pension Scheme, XPS Administration,  
PO Box 562, Middlesbrough, TS1 9JA.**

**Telephone: 0117 440 2491**

## Information provided after you leave

- **What information can I expect to receive from the Scheme once I leave the Company?**
  - XPS Administration will write to you and issue a “Deferred Benefit Statement”. If you do not receive this within three months of leaving you should contact XPS Administration for a replacement.
  - If you left the Scheme before 5 April 2016 you will receive an annual illustration of benefits which you can expect to receive from the Scheme, towards the end of each year. This information is a snapshot of the benefits you might expect to receive if you retire at your Normal Retirement Date and is not guaranteed.
  - If you left after 5 April 2016 you will not receive an annual illustration of benefits, however, you can contact XPS Administration to receive an update if you wish.
  - If you are considering taking your benefits, you should request a “Retirement quotation” as detailed above.
  - You will continue to receive a copy of the In Focus magazine which is currently issued twice a year.

## BAE Benefits

- **I have benefits in the BAE Scheme. How can I find out about them?**

BAE Systems have a website where you will find information on their pension schemes – [www.baesystemspensions.com](http://www.baesystemspensions.com). Their pension schemes are administered by Equiniti and their contact details are listed below.

BAE Systems 2000 Pension Plan	BAE Systems Pension Scheme (including Main and 100+)
Email: <a href="mailto:fulwood.pensions@equiniti.com">fulwood.pensions@equiniti.com</a>  Write to: Pensions Service Centre, PO Box 1194, Crawley, West Sussex RH10 0FZ  Telephone: 0800 917 9568	Email: <a href="mailto:farnborough.pensions@equiniti.com">farnborough.pensions@equiniti.com</a>  Write to: Pensions Service Centre, PO Box 1193, Crawley, West Sussex, RH10 0FY  Telephone: 0800 917 9568

- **Do I have to take my BAE benefits at the same time as my Leonardo Electronics benefits?**

No, you can take them at different times. However, this might affect the overall level of benefit you receive from the two schemes. It is strongly recommended that you read the note on the subject available from the 'Early Retirement & FAQs' section of the Scheme website at [www.lepensions.co.uk](http://www.lepensions.co.uk) and take independent financial advice.



## Financial Advice

- **Where can I get financial advice?**

It is always a good idea to take independent financial advice if you are uncertain over decisions regarding your pension benefits. You can find an adviser by logging on to [www.unbiased.co.uk](http://www.unbiased.co.uk).