

The Key Scheme Details

This document provides a summary of the main points of the workplace pension to help you understand the key benefits. It should be read in conjunction with the Key Features and Personal Illustration that will be included in your Welcome Pack.

The Scheme

The **Hospice of St Francis Workplace Pension** (referred to as “the scheme”) is a **Group Personal Pension** insured with **Aviva** and overseen by **Whiteleaf Financial Plc**.

Pension Enrolment

You will be enrolled into the workplace pension from the first day of your employment. The minimum contribution will be calculated on your Total Gross Pay, as follows:

Employer	Employee
7%	3%

- If you wish to save more than the minimum contribution, you can do so by indicating the amount on the enclosed **Pension Joining Form**.
- The rules of a qualifying workplace pension require you and your employer to pay the minimum contributions outlined above. If you stop your pension contribution your employer will stop their pension contribution too.
- Your employer will only make pension contributions to the scheme and will not make pension contributions to an individual pension arrangement.

SMART Pay

The workplace pension operates under **SMART Pay**, as this is a more tax efficient way to make your pension contributions. This is because they are deducted from your gross pay, which reduces your tax and National Insurance Contributions (NICs), when compared to deducting your pension contribution from your after-tax pay.

You will participate in SMART Pay by default subject to meeting the conditions on the enclosed **SMART Pay Guide**, which provides more detail on how this works and the key points you should be aware of.

Step-out of SMART Pay

If, after reviewing the SMART Pay Guide, you believe SMART Pay is not right for you, then you can step-out of SMART Pay by completing Section 3 on the Pension Joining Form before returning it to us.

Higher Rate Tax Payers

As the scheme operates under SMART Pay by default, you will not need to make a claim for higher rate (or additional rate) tax relief, as your gross pension contribution will be deducted from your gross pay before it is subject to tax (unless you have stepped out of SMART Pay, in which case you will need to make a claim for the higher rate tax relief). If you are claiming higher rate tax relief through your PAYE coding for an existing pension contribution, and you have chosen to redirect this to the scheme, you should advise your Tax Office accordingly, so they take the tax relief out of your PAYE coding.

Scheme Retirement Age

The scheme retirement age of 65 shown on the illustration is for regulatory purposes only and is not an indication of when you will actually retire. Pension providers are required to show a retirement date, so that you can see what the projected pension pot value may be at a certain point in time to illustrate the costs and benefits to you.

If You Die Before Age 75

If you die before age 75, the money left in your pension pot will generally be paid to your beneficiaries as a tax-free lump sum.

Nomination Form

You can login to your pension account to provide details of your preferred beneficiaries that you may wish to receive your pension fund in the event of your death.

Default Investment Option

Pension contributions will be invested in default fund and you will find more information on this in the Welcome Pack you will receive from Aviva.

The default fund may include investment in UK and Overseas Shares, Bonds, Cash, Property and other assets. They are designed to provide capital growth over the longer term. Alternatively, you can create your own investment portfolio from a range of selected investment funds based on your own personal investment risk tolerance. If you exercise your own investment choice or choose to manage your pension fund online, then you alone will determine the investment risk.

Please be aware that the value of all investments (including some Cash funds) can go down as well as up, particularly in the short-term and they are not guaranteed. It is always possible that you may not get back the amount you invested. Where past performance figures have been quoted, they do not in any way guarantee future investment growth and should not be taken as a guide to future investment returns.

You should review your investment profile on a regular basis to make sure that it is still appropriate for your needs and meets your objectives in relation to your pension planning.

If you leave employment

If you leave this employment, you can take your pension pot with you and, if appropriate, continue to make contributions to it. Alternatively, you can transfer your pension pot to a new employer's pension scheme if they are willing and able to accept it. There are no penalties if you transfer your pension pot.

Regular Review

There is no guarantee that this scheme will provide you with sufficient income in your retirement or meet your target or desired income. You should review your pension arrangements on a regular basis to make sure the benefits will meet your expectations at your selected retirement age.

Stakeholder Pensions

The Government introduced Stakeholder pensions in April 2001. A scheme can apply to register with the Pensions Regulator as a Stakeholder Pension scheme, if it agrees to meet certain conditions on charges, access and the way that the scheme is run. The Pensions Regulator does not 'approve' any of the schemes listed on the register and can give no guarantees about the performance of a scheme or its suitability for any individual or employer. Stakeholder providers can only amend their charges with the approval of the government.

This scheme is a Group Personal Pension and not a Stakeholder pension. The scheme has lower charges than a Stakeholder pension, which can charge 1.5% per year for 10 years and 1% per year thereafter. From 1 October 2012, there is no requirement for an employer to offer a Stakeholder pension.

The Key Features & Illustration

The Key Features & Illustration you will receive shows the projected benefits payable at retirement and details of the charges for your pension pot.

The illustration is only a guide to the possible benefits payable in the future. The actual benefits payable are not guaranteed and could be higher or lower than illustrated. This is because the final benefit payable will depend on the actual investment returns achieved over the term to retirement. If there is anything contained in the illustration that you are unsure of, then you should seek clarification from Whiteleaf.

The Scheme Charges

The scheme has an **Annual Management Charge (AMC) of 0.34%** for regular contributions to the Default Investment Option. Other funds may have higher charges.

The following table will help you understand how the Annual Management Charge is calculated for regular contributions.

Annual Management Charge Calculation (Default Investment Option)	
Pension Pot Value	Annual Management Charge (AMC)
£1,000	£3.40
£10,000	£34.00
£100,000	£340.00
This is only a guide to help you understand the calculation of the annual management charge that is deducted from your pension pot by Aviva. The actual charge will be determined by your pension pot value.	

There are no other deductions or charges on your pension pot and 100% of each regular contribution is invested for your benefit. There are no transfer penalties if you leave service and wish to move your pension money to another approved pension scheme. Pension operators reserve the right to amend their terms, conditions and charges in the future, with due notice to you the client.

The State Pension

The pension from the scheme will be paid in addition to the pension you can expect to receive from the State. It is recommended that you obtain a **State Pension Statement** by calling **The Future Pension Centre on 0800 731 0175**. This will help you understand how much pension income you may receive from the State and at what age this will be payable. Alternatively, you can register for a **State Pension Statement** on-line at www.gov.uk/future-pension-centre

The Important Notes

The value of investments can go down as well as up and you may not get back your original investment. Past performance is not a guarantee of future performance. Some investments may be subject to currency fluctuations. The value of Tax Relief to the investor depends on their financial circumstances. Whiteleaf accepts information provided by third parties in good faith as being accurate and cannot be held responsible for any action taken or not taken based on incorrect information provided by third parties. The information provided in this document is based on Whiteleaf's current understanding of law and HM Revenue & Customs practice at the date of issue. E&OE