

BAE Systems Pension Scheme

Passport Section Nuvos

A Guide to your Nuvos Benefits



A **guide** to your benefits

The BAE Systems Pension Scheme – Passport Section (the *Scheme*) is a valuable part of your remuneration package from the *Company*. The *Scheme* provides you with a range of benefits to support you and your family both now and in the future, including benefits if you retire on ill-health grounds and to your dependants if you die.

This section of the Scheme applies to members who were eligible to join the Nuvos section of the Principle Civil Service Pension Scheme (PCSPS) and whose employment was transferred to the *Company*. The benefits from this Scheme are broadly comparable with those of the Nuvos section of the PCSPS.

This booklet features certain terms and expressions which have specific meanings within the *Scheme*. These are shown in italics which indicates that there is an explanation of their meaning on the '[Technical terms used](#)' page.

This booklet will provide you with information about the *Scheme*, therefore it is important that you take time to read it and understand fully the benefits available to you. If you still have questions after reading the booklet, please contact the Scheme administrator, Aptia.

This booklet is intended as a source of information on the provisions of the *Scheme*. It is subject to the Rules of the *Scheme* which set out the legal basis for the Trustee administration of the *Scheme* and which override any provisions of this booklet with which they are inconsistent. Copies of the Rules are available from the *Scheme* administrator, Aptia. The information set out in this booklet is also subject to changes in the future as required by HM Revenue & Customs. References to external websites are given for information only. No responsibility is accepted for the content or accuracy of the information provided through these sites.

This booklet will provide you with information about the scheme



Contact Details

Visit the website:
contactpensionsadmin.com/BAES

Telephone Helpdesk:
0330 818 7282

Address:
Aptia, Maclaren House, Talbot Road,
Stretford, Manchester, M32 0FP

Technical terms used

We have tried to avoid using pensions jargon in this booklet where possible, but sometimes it is unavoidable so we have included a definition of key words here to help you to make sense of the more technical terms. They are highlighted in *italics* throughout the booklet.

Additional Voluntary Contributions (AVCs) are voluntary payments you can make into a separate pension arrangement called the *MMT*. The payments are invested to provide you with extra benefits at retirement in accordance with the rules of the *MMT*.

Basic Contributions are your contributions to the Scheme, which are based on a percentage of Pensionable Salary.

Company is BAE Systems plc and any other employer who participates in the Scheme.

Dependant means your Spouse, Partner, child (including legally adopted children but not stepchildren) under the age of 18 when you die (or age 23 if in full-time education or vocational training), a child of any age if, in the Trustee's opinion, they are dependent on you at the date of your death because of physical or mental impairment, or any other person (other than your child) who, in the opinion of the Trustee, is financially dependent on you or was dependent on, or interdependent with you at the date of your death.

Final Pensionable Salary is your Pensionable Salary received in the 12 months ending on the day you leave Pensionable Service or die (whichever occurs first).

Linked Service refers to any prior period of Pensionable Service in the Classic or Premium section of the PCSPS which, before your employment transfer to the Company, you elected to link to your Pensionable Service in the Nuvo section of the PCSPS.

Minimum Pension Age is the earliest age at which you may retire and receive immediate pension benefits from the Scheme. If you have transferred your pension benefits from the PCSPS it is age 50. For all other members it is age 55 unless you have a protected Minimum Pension Age. The pension will be reduced because of early payment. Aptia can advise you if you have a protected Minimum Pension Age.

Mercer Master Trust (MMT) is a completely separate pension arrangement which is administered by Scottish Widows. The full name of the arrangement is the *MMT* – BAE Systems Additional Retirement Savings Plan (BAESARSP). This arrangement is available to Scheme members for AVC payments.

Normal Retirement Date is the first of the month coincident with or immediately after your 65th birthday.

Nuvos is a section of the Scheme that applies to you if you transferred from the PCSPS and were a member of the Nuvo section of that scheme or were entitled to similar benefits under a different arrangement.

Partner is a person who is cohabiting with you in an exclusive, committed and long-term relationship, was not prevented from marrying you and is either financially dependent on, or financially interdependent with, you.

PCSPS is the Principal Civil Service Pension Scheme.

Pension Account is an account in which your accrued pension is held.

Pension Limit is the maximum pension that you can receive at retirement in any circumstance, allowing for any benefits received from the PCSPS and including the pension equivalent of any retirement lump sum. This maximum pension will be limited to 75% of the greatest of:

- > Your Final Pensionable Salary;
- > Your highest Pensionable Salary received in any of the last 10 Scheme Years before you leave Pensionable Service or die (whichever occurs first); and
- > The highest average amount of your Pensionable Salary received in any three consecutive Scheme Years before your retirement date.

Pensionable Children are your children, including any conceived but unborn at the date of your death, your adopted and stepchildren, for so long as they are under age 18 (or age 23 if in full-time education or vocational training and which is approved by the Trustee).

Pensionable Salary is your basic annual salary plus all other elements of remuneration from the employers which was pensionable under the PCSPS. Bonus payments and overtime are excluded, except where they were included under the PCSPS. For part-time hours, your actual part-time earnings will be used.

Pensionable Service is the number of years and days during which you have contributed to the Scheme, plus any period in respect of a transfer in.

Pension Commencement Lump Sum (PCLS) is an optional cash lump sum received at retirement in exchange for part of your pension. It is currently not subject to income tax.

Qualifying Service determines whether you are eligible for pension benefits. It is defined as years and days of Pensionable Service, including the most recent period of Pensionable Service accrued in the PCSPS but excluding any Pensionable Service relating to Added Years purchased by AVCs under the PCSPS. Part-time service will count on the basis of the years and days for the calendar period that you have worked.

Scheme is the BAE Systems Pension Scheme – Passport Section.

Scheme Cap is the maximum annual Pensionable Salary that is used when working out pension benefits and contributions.

Scheme Year is from 6 April to the following 5 April.

SMART Pensions Arrangement is provided if you are employed by companies wholly owned by BAE Systems or participating Joint Venture Companies, all contributions will be made under the *SMART Pensions Arrangement*, unless you choose to opt out of the *SMART Pension Arrangement*. Full details of the *SMART Pensions Arrangement* can be found in a separate SMART Pensions FAQ document, which can be found at: pensions.baesystems.com/more-information/member-booklets

Spouse is a person who is married to you or who is your Civil Partner (as defined by the Civil Partnership Act 2004) at your date of death or who may otherwise be regarded as a Partner by the Trustee.

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contactpensionsadmin.com/BAES

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Address:
Aptia, Maclaren House, Talbot Road,
Stretford, Manchester, M32 0FP

Where to go for Information

Raising a request or query

Aptia Limited ('Aptia') is the *Scheme* administrator. To raise a request or query, please contact Aptia using the details on the right hand side of the page. If you use the website you are able to upload any document if you would like to, rather than send them by post. Any information provided by you to Aptia digitally via the website will be encrypted. By using this route:

- > You will know instantly that your enquiry has been received and is being processed;
- > You can access the digital service at any time of the day or night;
- > If you cannot find the answers you need online, you can send a question to the administration team.

OneView Member Portal

From the website you will be able to access OneView, the one-stop shop for *Scheme* information. You can view the current estimated value of your retirement benefits, run an estimated retirement quote to help plan for your retirement*, run an instant (non-guaranteed) transfer value quote and update your nomination of beneficiaries online. Having received an estimated value of your retirement or transfer benefits, please contact Aptia to obtain the relevant instruction / paperwork to proceed with a request. Other information held on OneView includes this *Scheme* Booklet, annual newsletters, funding updates, annual benefit statements (where provided), monthly payslips for pensioners, information about the *SMART Pensions Arrangement* and much more besides.

Digital Communications

The Trustees are keen to move away from sending paper-based communications and are in favour of using digital communications instead. This is for a number of reasons including:

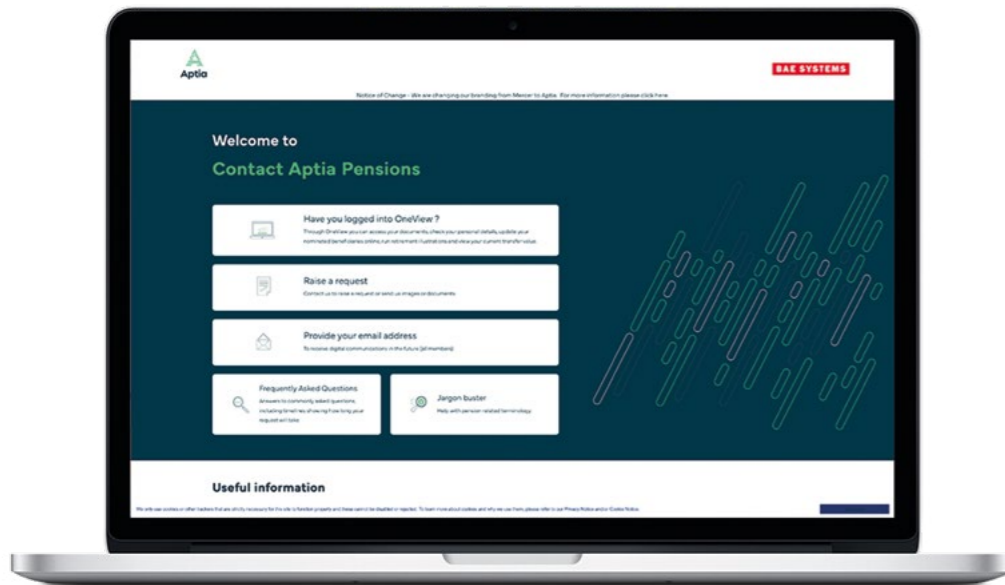
- > It is important that we can contact you quickly with *Scheme* information – it is much easier to achieve this digitally than via the postal service.
- > The carbon footprint of sending information out digitally is far smaller than our current method of print and postage – this allows a better use of *Scheme* resources and is more environmentally friendly.
- > The saving in printing and postage costs will be retained in the *Scheme*.

If Aptia hold your email address (either personal or work), Aptia will be able to let you know when general communications have been added to OneView. Aptia will also send any communications that would have automatically gone to your home address or respond to any requests you make via email.

If Aptia do not hold an email address for you, any automatic communications or individual requests will be answered by post (or by telephone where relevant).

Opting out of Digital Communications

If you would like to receive all of your communications by post (including all general communications which will be placed on OneView) you will still be able to do so. You will need to let Aptia know that you wish to opt-out of digital communications by confirming your full name and National Insurance number, the full name of the *Scheme* / section you are in and that you wish to opt-out of receiving digital communications.



* There will be a few exceptions where OneView cannot provide quotes, such as members who are working overseas and those with complicated benefit histories. You should contact Aptia directly if you experience any problems in generating an online quote.

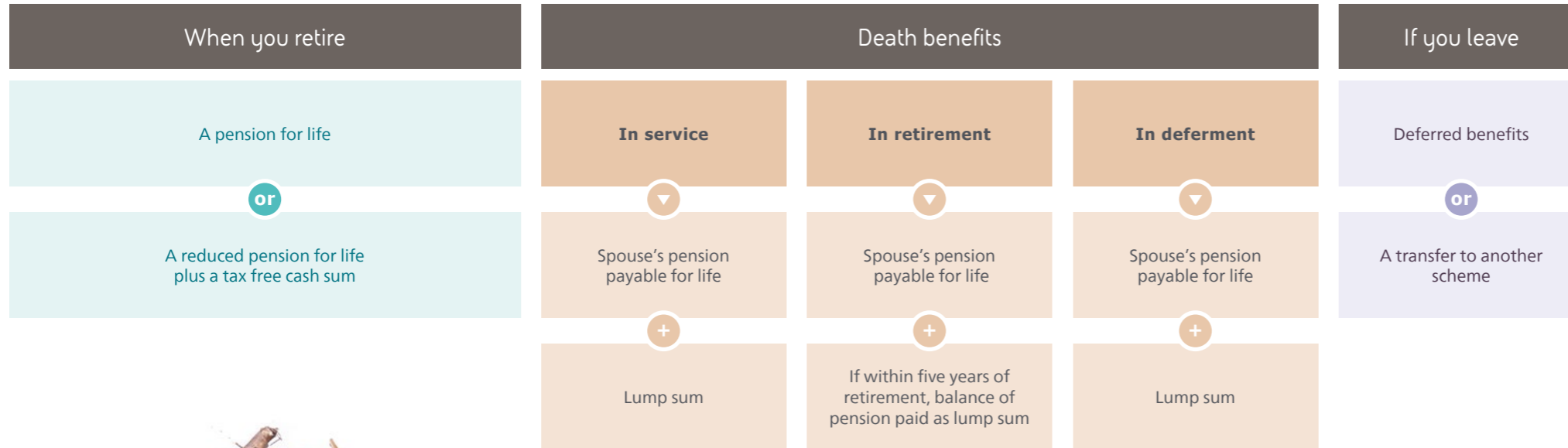
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Summary of Scheme benefits



As a member of the *Scheme*, you have access to a number of **valuable benefits**

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Membership of the Scheme

Eligibility

You are eligible to join if you have transferred directly from the Nuvos section of the PCSPS or a scheme broadly comparable with the Nuvos section of the PCSPS and your employment was transferred to the *Company*. The *Company* may, at its discretion, allow you to join the *Scheme* even if you do not satisfy the conditions set out above.

Ceasing to be eligible while still an employee

You will cease to be eligible for membership if, with your agreement, the nature of your employment changes to a role that is not eligible for membership of Nuvos. In these circumstances, you may be offered membership of an alternative pension arrangement.

You will also cease to be eligible if the *Company* tells you that you are no longer eligible in circumstances where you originally joined the *Scheme* at the *Company's* discretion despite not satisfying the eligibility conditions, or if it might be unlawful for the *Trustee* to accept further contributions from your employer in respect of you.

Opting out

Membership of the *Scheme* is not a compulsory part of employment with the *Company*. As a member of the *Scheme*, you can opt out at any time. You will be required to give the *Trustee* and the *Company* two months' written notice of your intention to leave the *Scheme*. At the end of the pay period in which your two months' notice period expires, you will be treated under the *Scheme* as if you had left service, but you will not receive any benefits until you actually leave service.

The decision to opt out is yours alone but you should give careful consideration before doing this and you may wish to consult with an Independent Financial Adviser. Full details about how you can access free financial guidance and what to consider before appointing an Independent Financial Adviser can be found in a separate Pension Guide via the website on OneView.

If you decide to opt out:

- > You will lose the benefit of the *Company's* commitment to meet the balance of the cost of future pension provision under the *Scheme*.
- > You will lose the protection provided by the *Scheme* to you and your family in the event of your death in service.
- > You will lose the protection provided by the *Scheme* to you and your family in the event of your early retirement from the *Company* on account of ill-health.
- > You will lose the opportunity to earn a pension linked to your future earnings and service.

To opt out of the *Scheme* please contact the *Scheme* administrator Aptia, using the contact details on the right hand side of this page. If you subsequently change your mind please note that re-entry into the *Scheme* is not allowed.



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Making contributions to the Scheme

Your contributions

Your *Basic Contributions* are a percentage of your *Pensionable Salary*.

Annual Pensionable Salary as at previous 31 March	Member Contribution (% Pensionable Salary)
Up to £15,000	3.5%
£15,001 to £21,000	4.7%
£21,001 to £30,000	5.88%
£30,001 to £50,000	6.67%
£50,001 to £60,000	7.46%
Over £60,000	8.25%

You may choose whether or not to pay *Basic Contributions* in respect of any *Pensionable Service* on or after your *Normal Retirement Date*. This decision must be made no later than one month before your *Normal Retirement Date*. If you choose not to make *Basic Contributions*, your *Pensionable Service* will cease.

Income tax relief

Your contributions are taken from your pay before tax is calculated, so you will automatically receive full income tax relief at your highest rate. Some restrictions to tax relief apply to high earners. Please contact an Independent Financial Adviser if you think this may apply to you (see [page 17](#)).

SMART Pensions arrangement

Provided that you are employed by companies wholly owned by BAE Systems plc or participating joint venture companies, all contributions to the *Scheme* will be made under the SMART Pensions arrangement, unless you choose to opt out of SMART Pensions. Full details of the SMART Pensions arrangement can be found in a separate SMART Pensions FAQ document, which can be found at pensions.baesystems.com/more-information/member-booklets

Company contributions

Your employer makes contributions at a rate determined by the Trustee in consultation with the *Company* and with advice from the *Scheme* Actuary. These rates may change from time to time following the regular reviews of the financial position of the *Scheme*.

How the contributions are used

Your contributions, together with those from the *Company*, are credited to the fund and are invested by the Trustee. The proceeds are used to provide benefits for you in accordance with the Rules of the *Scheme*.

Paying Additional Voluntary Contributions (AVCs)

All members in *Pensionable Service* are able to pay AVCs on a money purchase basis to a completely separate 'Master Trust' pension arrangement with the MMT administered by Scottish Widows. Full details can be found in the MMT Member guide by visiting scottishwidows.co.uk/save/baesarsp, which also includes information about the AVC investment choices available.

Part-time employment

If, during the same period of continuous *Pensionable Service*, you have been in full-time employment and part-time employment, or the basic number of hours a week worked in part-time employment has varied from time to time, the *Trustee* will calculate your benefits as it considers appropriate after taking account of the number of hours worked. Full details about how your *Scheme* pension (and related benefits) may be affected if you are considering working part-time can be found in a separate Working part-time Pension Guide via the website on OneView.

Temporary absence

If you are temporarily absent from work, your membership of the *Scheme* will continue for as long as you pay contributions into the *Scheme*. If you take paid absence from work, you will continue to pay contributions and this period will count in full towards your pension. If you stop paying contributions to the *Scheme*, your *Pensionable Service* will cease. On recommencing contributions, your *Pensionable Service* before and after the break will be treated as continuous, so that your benefits in respect of *Pensionable Service* before and after the break include changes to your *Pensionable Salary* earned after the break.

If you are absent because of sickness or injury and you stop paying contributions, you may continue to be treated as remaining in *Pensionable Service* for up to one year from the date you were first absent, or longer if the *Company* and Trustee agrees.

If you are absent as a result of maternity, adoption or paternity leave, you will be treated as still in *Pensionable Service* for as long as you have a statutory or contractual right to return to work. You will pay contributions on any amount of pay (including any statutory maternity, adoption or paternity pay) made while you remain employed by the *Company*.

If, however, you are absent as a result of parental leave, you will be treated as if you have left *Pensionable Service* unless you return to work at the end of that period of leave. In this case, your periods of *Pensionable Service* before and after that leave will be treated as continuous but will exclude the period of parental leave itself.

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When you reach retirement

Pension Commencement Lump Sum (PCLS) option

You can usually exchange up to 25% of the value of your pension for a tax-free PCLS at retirement. The amount of annual pension that you would need to exchange depends on your age and the commutation factors in force when you retire. The commutation factors are set by the Trustee on advice from the Scheme's Actuary. These factors are reviewed regularly by the Trustee and can change.

The maximum PCLS you can receive depends on your available 'Lump Sum Allowance'. For most people, the Lump Sum Allowance is £268,275, however it may be higher if you have a previous Lifetime Allowance protection (please refer to [page 15](#)). Your available Lump Sum Allowance will be lower if you have already received retirement benefits from another pension scheme. Before exchanging any of your annual pension for PCLS you should think carefully about your long-term financial needs and those of your dependants. You may want to consider taking financial advice.

If you have AVCs under the separate MMT arrangement, when you take your Scheme pension benefits you have the option to transfer these AVCs into the Scheme and use these to provide your tax free PCLS (subject to your available Lump Sum Allowance). Please refer to [page 10](#) for more details.

Pension at your Normal Retirement Date

Each *Scheme Year* you will earn a pension amount equal to 2.3% of *Pensionable Salary* received in that period which will be credited to your *Pension Account*.

If you joined the *Scheme* on or before 31 January 2011, in each subsequent year, the pension amount accrued in your *Pension Account* relating to *Pensionable Service* up to 30 June 2011 will be increased in line with the increase in the Retail Prices Index (RPI) and for the pension amount accrued in your *Pension Account* relating to *Pensionable Service* on and after 1 July 2011 by the percentage increase in the Consumer Prices Index (CPI).

If you joined the *Scheme* on or after 1 February 2011, the pension amount accrued in your *Pension Account* will increase annually in line with the percentage increase in the Consumer Prices Index (CPI).

In addition, you will receive a pension of $1/60\text{th} \times \text{Linked Service} \times \text{Final Pensionable Salary}$ but *Final Pensionable Salary* may not exceed the *Scheme Cap* for members who first joined the *PCSPS* on or after 1 June 1989.

Your pension payable on retirement is subject to the *Pension Limit*.

Retiring early from Pensionable Service except on medical grounds

You are permitted to retire at any time after your *Minimum Pension Age* and receive an immediate pension.

Your pension will be calculated as shown on [page 5](#) and will be reduced by an early retirement factor to account for the extra years over which your pension will be paid. The early retirement factors are agreed between the *Company* and the Trustee on advice from the *Scheme Actuary*. They are reviewed periodically and may change from time to time.

Your pension is subject to the *Pension Limit*.

Note

If you retire and draw your pension from *Pensionable Service* before your *Normal Retirement Date*, you must also leave the *Company*.

Retiring early from Pensionable Service on medical grounds

If you cannot work due to ill-health, you may retire at any age with an immediate pension, subject to certain conditions and with the consent of the Trustee.

To receive this benefit, the Trustee needs evidence from its medical adviser that your ill-health satisfies the definition of either Chronic ill-health or Incapacity.

'Chronic ill-health' means physical or mental impairment which, in the opinion of the Trustee, results in you being permanently unable to undertake your current occupation (you must have ceased to carry on your occupation) and makes it unlikely that you will be able to work in any capacity in the future.

'Incapacity' means physical or mental impairment which, in the opinion of the Trustee, results in you being permanently unable to undertake your current occupation (you must have ceased to carry on your occupation) but which does not make it unlikely that you will work in some employment in the future.

The basis of the calculation of the medical retirement pension and lump sum is dependent upon the severity of your illness and you must normally have at least two years' *Qualifying Service* before you can qualify for an ill-health pension. The basis of calculation of Chronic ill-health and Incapacity pensions is illustrated on the right and on the following page.

Late retirement

When you retire, you will receive an annual pension. The amount of this benefit will depend on your *Pensionable Salary* over your career, your *Pensionable Service* and the annual increases applied to your *Pension Account*.

Chronic ill-health

The pension payable will be calculated as for retirement at *Normal Retirement Date* plus an additional pension calculated as follows:

Where Prospective Pensionable Service represents the number of years and days that you would have received had you remained in *Pensionable Service* until your *Normal Retirement Date*.

Your *Pension Account* excluding any pension in respect of *Linked Service* and including annual increases applied prior to retirement.



Prospective Pensionable Service



Pensionable Service at date of actual retirement

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When you reach retirement

Incapacity

The pension payable will be calculated as for retirement at *Normal Retirement Date* (see [page 8](#)) but will be based on your *Pension Account* (plus annual increases applied prior to retirement), *Pensionable Service* and your *Final Pensionable Salary*. No reduction will be applied to take account of the fact that the pension is being paid early.

Your pension is subject to the *Pension Limit*.

You may choose to exchange some of your annual pension for a tax-free cash sum. The amount of this cash sum depends on your circumstances but is typically up to 25% of the total value of your pension benefits.

Until your *Normal Retirement Date*, the Trustee may require evidence of your continued illness from time to time. The Trustee has the power to reduce or suspend the pension described above if, in its opinion, this is justified by a subsequent change in your medical circumstances.

Example You have to retire due to Incapacity at age 40 after 10 years in Nuvos. Your *Pension Account* is £3,000 at that time. On retirement you will receive a pension of £3,000 a year and that pension is not reduced for early payment, even though it is being paid 25 years earlier than your *Normal Retirement Date*.

You have to retire at the same age but on Chronic ill-health as your illness is so severe that you are not expected to ever work again. Your pension will be enhanced by £7,500 ($£3,000/10 \times 25$) giving you a total annual pension of £10,500 a year.

Protected Pension Ages

Certain *Scheme* members may enjoy a Protected Pension Age ('PPA') which permits *Scheme* benefits to be accessed before the Normal Minimum Pension Age ('NMPA') which is currently 55 (increasing to 57 from April 2028). The NMPA is the minimum age at which an individual can access their pension savings without incurring an unauthorised payments tax charge. For both active and deferred members under the *Scheme*, members who transferred their Principal Civil Service Pension *Scheme* benefits into the *Scheme* will have a PPA of age 50. Members who joined before 6 April 2006 will also have a PPA of 50.

Please note that the *Scheme* PPA cannot be recognised under the Mercer Master Trust and, therefore, any former *Scheme* AVCs which are not transferred back to the *Scheme* at retirement and which are used to purchase retirement benefits under the Mercer Master Trust, will not be accessible before the NMPA as applies from time to time.

If you have any queries about this issue please contact Aptia.

Retirement after your Normal Retirement Date

If your employment with the *Company* continues after your *Normal Retirement Date*, you may start to receive a pension at your *Normal Retirement Date* as if you had left employment at that time.

Alternatively, you may choose to start to receive a pension when you leave employment with the *Company*. In this case, if you choose to continue to make *Basic Contributions* to the *Scheme*, your pension will be calculated as shown on [page 8](#). Pension which you earned before your *Normal Retirement Date* will be increased for late payment up to your actual retirement date. Pension which you earn during any period after your *Normal Retirement Date* will be increased on a comparable basis for each year beyond the first anniversary of your *Normal Retirement Date* which occurs after the period of that same accrual.

If you chose not to continue to make *Basic Contributions* to the *Scheme*, your benefits will be calculated as shown on [page 8](#) as at your *Normal Retirement Date*. The benefits will be deferred to your actual retirement when they may be increased by a late retirement factor as agreed between the *Company* and Trustee after taking actuarial advice.

If you continue in *Pensionable Service* after reaching age 75 you will be treated as having left *Pensionable Service* on reaching that age and your pension will be put into payment.

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When you reach retirement

Benefits from Additional Voluntary Contributions (AVCs)

If you have AVCs under the separate MMT arrangement, when you take your *Scheme* benefits you can elect to transfer these back to the *Scheme* and use them to provide your PCLS (subject to maximum limits – see below).

The maximum amount that can be transferred back will be based on a figure that when added back together with your *Scheme* benefits equates to the maximum PCLS you are allowed to take (normally c25% of the total value of your pension benefits). On the rare occasion that if, when added back together there is an excess amount over and above the maximum PCLS allowed, this amount will remain in the MMT for you to use in accordance with options under the MMT.

Alternatively, at retirement you may choose to keep all of your savings in the MMT in order to access the additional pension flexibilities available through the MMT such as income drawdown or to purchase an annuity on the Open Market. More details about these options can be found in the Pension Guide 'Pension Flexibilities' via the website on OneView and by visiting the MMT website at scottishwidows.co.uk/save/baesarsp. You could decide to receive a PCLS from the *Scheme* of up to 25% of the value of your *Scheme* benefits and also receive a separate tax-free PCLS of up to 25% of the value of your MMT account. You may also wish to take your MMT benefits at a different time to your *Scheme* benefits (earlier or later) or choose to transfer these to another arrangement.

How your benefits will be paid to you

The PCLS is paid direct to either your bank or building society account.

Pensions are paid in advance on the first working day of every month direct to your bank or building society account. Pensions are treated as earned income for tax purposes but are not subject to National Insurance deductions. Any tax that is due is taken off before the pension is paid. Payslips are available to view on OneView. If you do not sign up to digital communications (see [page 4](#)) further payslips will only be sent to you when there is a variation in your pension amount of more than £10 compared to the prior month.

Pension increases

If you joined the *Scheme* on or before 31 January 2011, your pension relating to *Pensionable Service* up to 30 June 2011 will increase annually in line with the increase in the Retail Prices Index (RPI) and your pension relating to *Pensionable Service* on or after 1 July 2011 will increase by the percentage increase in the Consumer Prices Index (CPI) or such other rate as is set out under orders made under sections 59 and 59A of the Social Security Pensions Act 1975.

If you joined the *Scheme* on or after 1 February 2011, your pension will increase annually in line with the percentage increase in the Consumer Prices Index (CPI) or such other rate as is set out under orders made under sections 59 and 59A of the Social Security Pensions Act 1975.

A proportional increase will be paid in the first year of retirement. Any transferred in Guaranteed Minimum Pension element will be increased in accordance with the legislation – see the contracting-out section on the right.

Example You retire in mid October with an annual pension of £7,500. The following April, the relevant price increase is 3.5%. As you retired exactly half way through the relevant 12 month period, the pension is increased proportionately (in this case by half of the total increase i.e. 1.75%). Therefore, your annual pension becomes £7,631.25 after six months.

During the second year, the relevant price increase is 4.2%. Therefore your annual pension becomes £7,951.76 a year later.

Contracting-out

As the *Scheme* was contracted-out, the *Scheme* must provide a minimum level of benefit in respect of transferred in *Pensionable Service* attributable to service prior to 6 April 1997. This minimum level of benefit which the *Scheme* has to provide is known as the Guaranteed Minimum Pension (GMP).

A number of restrictions apply to the GMP. In particular, it is not payable before GMP Age, currently age 65 for men and 60 for women, and no part of it can be exchanged for a cash sum. Provision of a GMP may restrict your options on early retirement as the reduced pension must be sufficient to provide your GMP.

Once your GMP is in payment (which will be from your GMP Age), the *Scheme* increases any GMP earned after 6 April 1988 in line with the Consumer Prices Index (CPI), subject to a maximum of 3% a year. Any GMP earned before 6 April 1988 does not increase.

There is more information on the State benefits on [page 16](#) of this booklet.

Transferring benefits

Since 6 April 2015, members with money purchase or defined contribution savings have been able to access more of their pension benefits as cash from age 55 (subject to payment of income tax). These options are not available for your benefits in the *Scheme*. If you wish to access funds in this way, you will need to transfer your *Scheme* benefits to a defined contribution pension arrangement offering these flexibilities and you may need to take independent financial advice before doing so. Please refer to [page 14](#) for information about transferring out.

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Death benefits

As well as a lump sum death benefit, pensions may be payable to your **Spouse or Partner** and **Pensionable Children** on your death. The death benefits that are payable when you die depend on whether you are still working for the Company, are retired or have left the Company with **deferred benefits**.

Death in service

If you die while still in *Pensionable Service*, the lump sum death benefit payable is equal to the greater of:

a) Two times your annual rate of *Final Pensionable Salary* at the date of death;

or

b) Five times the deferred pension that you would have been entitled to if you had left service immediately before your death.

Example Your annual rate of *Final Pensionable Salary* is £20,000 a year and your deferred pension is £3,000 at the date of death.

The lump sum death benefit will be the greater of:

$$£20,000 \times 2 = £40,000$$

or

$$£3,000 \times 5 = £15,000$$

So in this case, a lump sum of £40,000 would be payable.

A pension is also payable to your *Spouse or Partner*. The pension is made up of two parts:

A pension equal to 37.5% of the pension you would have received if you had retired the day before your death

+

An enhancement worked out as follows:

Pension Account (including increases applied to your *Pension Account* up to the date of your death) x the lower of a, b, or c below / *Pensionable Service*

a) 10 years

b) Your *Qualifying Service*

c) The period between the date you died and *Normal Retirement Date* (in years and days)

The total benefit cannot exceed the *Pension Limit*.

Death after you retire

If you die before age 75 and within five years of retiring, a lump sum death benefit will be payable. This is known as the 'Five Year Guarantee'.

The lump sum death benefit is equal to the difference (if any) between five times your annual pension on the date you died (the 'ceiling benefit') and the total pension you have already received.

A pension is also paid to your *Spouse* or *Partner* equal to 37.5% of

Example Your annual pension is £7,500.

You die 11 months after retirement. The lump sum death benefit is calculated in two parts. The 'ceiling benefit' is worked out first and the pension you have already received is taken from this.

'Ceiling benefit':

$$5 \times £7,500 = £37,500$$

Less the benefits you have already received:
£6,875 (11 months' pension)

Five Year Guarantee lump sum to pay:
£37,500 - £6,875 = £30,625

your pension at the date of your death, ignoring any exchange of pension for a lump sum at retirement, plus pension increases to the date of your death.

If a pension has been reduced for early payment, the amount of the pension payable to your *Spouse* or *Partner* will be no less than the Limited Spouse's Pension (see [page 13](#)), except where the pension is not payable to a *Spouse* or the marriage took place after your date of retirement or where your *Spouse* is living together as husband and wife with another person to whom he or she is not married.

Contact Details

Visit the website:
contactpensionsadmin.com/BAES

Telephone Helpdesk:
0330 818 7282

Address:
Aptia, Maclaren House, Talbot Road,
Stretford, Manchester, M32 0FP

Death benefits

Death in service after Normal Retirement Date (whilst not paying contributions to the Scheme)

The lump sum death benefit payable is equal to the sum of the pension instalments that would have been paid to you for five years if you had retired the day before you died (disregarding annual pension increases).

A pension is also paid to your *Spouse* or *Partner* equal to 37.5% of the pension you would have received if you had retired the day before your death, subject to the *Pension Limit*, calculated as if you had retired the day before your death.

Death in deferment

If you die after leaving *Pensionable Service* and are entitled to a deferred pension (see [page 15](#)), a lump sum death benefit is payable equal to the greater of:

The total *Basic Contributions* that you paid to the *Scheme* plus, if you transferred your *PCSPS* benefits to the *Scheme*, your total contributions to the *PCSPS* (without interest);

or

Five times the annual deferred pension at the date of your death including increases for the period between the date you left *Pensionable Service* and the date of your death as described on [page 14](#).

A pension is also paid to your *Spouse* or *Partner* equal to 37.5% of your deferred pension subject to the *Pension Limit*, calculated as if you had retired the day before your death including annual increases up to the day you died.

Payment of lump sum death benefits

The lump sum death benefit will be paid to, or for the benefit of, your *Dependant(s)*, relatives or nominees, at the Trustee's discretion. This generally enables payment to be made quickly and normally without liability to Inheritance Tax.

The Lump Sum and Death Benefit Allowance limits the amount of tax-free lump sum that can be paid both in a lifetime and on death. For those without HM Revenue & Customs protection it is

set at £1,073,100. **Important note**

Nomination of Beneficiaries – Take Action

It is very important that you nominate your beneficiaries in relation to your pension and provide the *Scheme Trustee* with an indication of who you would like your lump sum benefits paid to in the event of your death. The Trustee is not bound by your wishes but it will take them into account when exercising its discretion. Please do take the opportunity via the website and through OneView to update your Nomination of Beneficiaries online.

Please be aware that if you have *AVC* benefits in the *MMT* you **must** complete a separate Nomination of Beneficiaries for this arrangement. Please go to scottishwidows.co.uk/save/baesarsp for more information. Scottish Widows are the *MMT* scheme administrator. You can also contact the Scottish Widows Workplace Saving Team on 0800 015 2038 or via email workplacesavings@scottishwidows.co.uk.

At the time of a divorce or dissolution of a Civil Partnership, a court may order that when a *Scheme* member (or a previous member) dies, all or part of the death benefit must be paid to the *ex-Spouse*. If this is the case, any balance will be paid to the person you nominated or to your personal representative if there is no valid nomination.

A Nomination of Beneficiaries can help decide who receives the benefits

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Death benefits

Children's pensions

Children's pensions will be paid if you die leaving *Pensionable Children*. The pension will be calculated in the same way as the *Spouse's* pension except that the element of pension payable to any *Pensionable Children* will be equal to a percentage of your pension as follows:

	1 child	2 or more children
Spouse/Partner's pension payable	30%	60%
No Spouse/Partner's pension payable	50%	100%

- > 30% of that pension if there is one child and a *Spouse's* or *Partner's* pension is payable.
- > 60% of that pension if there are two or more children and a *Spouse's* or *Partner's* pension is payable.
- > 50% of that pension if there is one child and no *Spouse's* or *Partner's* pension is payable.
- > 100% of that pension if there are two or more children and no *Spouse's* or *Partner's* pension is payable.

Other Dependants' pensions

The Trustee may, at its discretion, pay a pension to a *Dependant* (or apportion between *Dependants*), if you die leaving one or more *Dependants* and no pension is payable to a *Spouse*, or *Partner* or *Pensionable Children*.

If a *Dependant's* pension is paid to a person who is under the age of 18 at the date of your death (or 23 if in full-time education or vocational training), it will usually only continue until age 18 (or age 23 if in full-time education or vocational training).

The Trustee may review the payment of a *Dependant's* pension and reserve the right to reduce, suspend or terminate the pension if, in its view, the circumstances of the *Dependant* has changed.

Payment of Spouse's or Partner's pension

Payment of the *Spouse* or *Partner's* pension will commence on the first day of the month following the date of death.

Any benefits in respect of a GMP must always be paid to a *Spouse*.

Limited Spouse's pension

If your *Spouse* or *Partner* is more than 10 years younger than you, the *Spouse's* or *Partner's* pension will be reduced by 2.5% for each year of age difference greater than 10, plus an additional proportion for each additional complete month.

Contracting-out

If you die after your pension starts, the *Spouse's* pension will never be less than the 'Limited Spouse's Pension'. This is approximately half the member's GMP for a widow and half the member's GMP in respect of *Pensionable Service* after 5 April 1988 for a widower or *Partner*.

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Leaving the Scheme

Your deferred benefits

Your deferred pension will be calculated in the same way as your pension at your *Normal Retirement Date* (see [page 8](#)), based on your input into your *Pension Account* and annual increases up to the date you leave *Pensionable Service*.

If you joined the *Scheme* on or before 31 January 2011, your deferred pension relating to *Pensionable Service* up to 30 June 2011 will then be increased each 1 April by the increase in the Retail Prices Index (RPI). Your deferred pension relating to *Pensionable Service* on and after 1 July 2011 will increase by the percentage increase in the Consumer Prices Index (CPI) or such other rate as is set out under orders made under sections 59 and 59A of the Social Security Pensions Act 1975.

If you joined the *Scheme* on or after 1 February 2011, your deferred pension will increase in line with the increase in the Consumer Prices Index (CPI) or such other rate as is set out under orders made under sections 59 and 59A of the Social Security Pensions Act 1975.

Certificate of deferred benefits

When you leave *Pensionable Service*, you will be given a Certificate of Deferred Benefits and it is important that you keep this safe. It is also important that you keep Aptia informed of any change of address to ensure that you can be traced when your benefits become due.

Early payment of your deferred pension

Your preserved benefits can be paid before your *Normal Retirement Date* if you have reached the *Minimum Pension Age* and you apply for an immediate payment of your preserved benefits. Your pension will be calculated as shown on [page 8](#) and will be reduced by an early retirement factor to account for the extra years over which your pension will be paid. The early retirement factors are agreed between the *Company* and the Trustee on advice from the *Scheme Actuary*. They are reviewed periodically and may change from time to time. In the event of your death the *Scheme* will pay benefits to your *Dependants* (see [page 13](#)).

Late payment of your deferred pension

If the Trustee agrees, you may be able to elect to receive your benefits starting later than your *Normal Retirement Date*. Your benefits will increase between your *Normal Retirement Date* and the date that you actually retire by a factor determined by the Trustee and the *Company* following the advice of the *Scheme Actuary*.

Transferring out

As an alternative to leaving your deferred benefits in the *Scheme*, you may choose to take a transfer payment to either your new employer's scheme or to another pension arrangement. If you wish to transfer your benefits the first step is to obtain your Cash Equivalent Transfer Value (CETV). This is the cash value the *Scheme* will offer you in exchange for you giving up your Defined Benefit (DB) pension rights (including death benefits but excluding any allowances for discretionary benefits).

You must have left *Pensionable Service* at least one year before the *Scheme's Normal Retirement Date* to apply for a CETV and can accept it any time up to a year before the *Scheme's Normal Retirement Date*. The CETV is guaranteed for three months from the date of calculation. You must no longer be in *Pensionable Service* for the guarantee period to apply. If you are still in *Pensionable Service*, the CETV will be an estimate and can't be guaranteed. Most deferred members and members in *Pensionable Service* can get an instant indicative CETV quote at any time via the website through OneView.

If you are a deferred member and wish to get a guaranteed CETV, you can request this via the website under 'Make a request' and 'Transfer Value'. If you do not complete the transfer paperwork within the three month period (including providing the administrator with the information they need for their checks) you will have to apply for another CETV which could be higher or lower than the amount before. Deferred members are permitted to receive one CETV in any 12 month period. If an additional CETV is required within 12 months a charge will be levied.

When the fully completed paperwork, together with any additional evidence requested is received (which may include evidence that independent financial advice has been received), the *Scheme* administrator must pay the benefits to your new scheme within 6 months from the start of the transfer process i.e. the date that the CETV was first calculated.

Please note that the *Trustee* will need to complete detailed checks before deciding whether it can comply with your request to transfer. The checks determine whether the request meets the conditions to enable a statutory right to transfer and help reduce the risk of members being subject to pension scams. Most transfer requests are likely to be straightforward, however others may take up to the statutory 6 months' timeframe.

The CETV will contain details of your *Scheme's* guaranteed DB benefits. If you have AVCs in the *MMT* then you will need to contact the scheme administrator, Scottish Widows to transfer these benefits to your preferred provider. Please go to scottishwidows.co.uk/save/baesarsp for more information.

Protecting your pension

If the cash equivalent of your *Scheme* Pension is greater than £30,000 and you wish to transfer to a defined contribution arrangement, you must first get appropriate financial advice from a Financial Conduct Authority (FCA) authorised adviser to understand the financial and tax implications of the transfer. Your adviser will be required to provide you with written confirmation that you have received appropriate advice concerning the possible transfer to another arrangement. You will need to provide this to the Trustee of the *Scheme* before the transfer can take place. Whilst it is not a requirement for transfers of less than £30,000, it is recommended that you get independent financial advice before transferring your *Scheme* benefits. It should be noted that it is the view of the Pensions Regulator and the FCA that transfers from final salary to defined contribution schemes are unlikely to be in the best interests of most members, although there are certain circumstances where they may be appropriate.

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HM Revenue & Customs

A registered scheme

The BAE Systems Pension Scheme is a registered scheme. This means that certain tax concessions apply, subject to certain restrictions.

The tax concessions currently in place are:

- > Full income tax relief on any contributions you make to the *Scheme*, including *Additional Voluntary Contributions (AVCs)*, although some restrictions may apply to high earners.
- > Tax-free cash sums may be payable on retirement and death.
- > All pensions are treated as earned income and are taxed under the PAYE system.
- > Tax advantages for the *Scheme* investments in respect of certain income and capital gains from investments.

Pension Commencement Lump Sum (PCLS)

The maximum PCLS you can receive depends on your available 'Lump Sum Allowance'. For most people, the Lump Sum Allowance is £268,275, however it may be higher if you have a previous Lifetime Allowance protection (please refer to [page 15](#)). Your available Lump Sum Allowance will be lower if you have already received retirement benefits from another pension scheme. Before exchanging any of your annual pension for PCLS you should think carefully about your long-term financial needs and those of your dependants. You may want to consider taking financial advice.

Restrictions

The tax concessions are, in effect, clawed back if certain restrictions are breached. These are some restrictions that apply, although the great majority of members are unlikely to be affected by them.

The Lifetime Allowance

The Lifetime Allowance was a limit on the value of pension benefits you could build up in your lifetime without paying an additional tax charge. The Lifetime Allowance tax charge was removed from 6 April 2023, and the Lifetime Allowance was removed completely from 6 April 2024. The standard Lifetime Allowance for the 2022/23 tax year was £1,073,100, which is equivalent to a total pension of £53,655 a year. If you have previously applied to HM Revenue & Customs for protection, a different Lifetime Allowance will apply to you.

Although the Lifetime Allowance no longer applied from 6 April 2024, the Lump Sum and Death Benefit Allowance limits the amount of tax-free lump sum that can be paid both in a lifetime and on death. For those without HM Revenue & Customs protection it is set at £1,073,100.

The Annual Allowance

The Annual Allowance is a threshold for how much total retirement benefit you can build up each year across all registered pension schemes, before incurring additional tax charges. Any excess pension savings above the Annual Allowance are subject to a tax charge, which will be collected through the self-assessment process. For most members the Annual Allowance is currently £60,000 but it is less for high earners.

Tapered Annual Allowance

In April 2016 HMRC introduced the Tapered Annual Allowance for high earners and since April 2023 the Tapered Annual Allowance has reduced the standard Annual Allowance by £1 for every £2 of 'adjusted income' between £260,000 and £360,000. Broadly, 'adjusted income' includes personal sources of income (such as investment income or income from a buy-to-let property), employment-related income and a measure of the increase in pension savings over the tax year. Anyone with an adjusted income of over £360,000 has a fully Tapered Annual Allowance of £10,000. The Tapered Annual Allowance may also be reduced for anyone who is also subject to the Money Purchase Annual Allowance.

It is important to note that since April 2020 the standard Annual Allowance is not reduced if your threshold income for the tax year was £200,000 or less (or £110,000 for the tax years 2016/17 to 2019/20), no matter what your adjusted income was. Threshold income is broadly your adjusted income excluding the value of your pension benefits over the tax year.

Money Purchase Annual Allowance

If you have flexibly accessed and started to take money from a defined contribution (money purchase) pension, the amount you can then pay into a defined contribution arrangement such as AVCs and still get tax relief reduces. This is known as the Money Purchase Annual Allowance (MPAA) and it is currently £10,000. This allowance covers both your own contributions and any other contributions paid into your pension pot on your behalf. If you pay into a defined contribution arrangement and are subject to the MPAA, then you can accrue defined benefits up to the Annual Allowance less any defined contribution payments up to the MPAA.

If you believe you may be affected by the restrictions set out above, it is recommended that you seek independent financial advice. The pensions tax restrictions may change in the future. Further information on all these restrictions is available at [gov.uk/tax-on-your-private-pension](https://www.gov.uk/tax-on-your-private-pension).

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General information

Management of the BAE Systems Pension Scheme

The BAE Systems Pension Scheme is established under a trust administered by a corporate trustee, BAE Systems Pension Funds Trustees Limited, which has its own Board of Directors (known as the Trustees).

The Board comprises 18 Trustees; nine are appointed by the *Company* and nine are appointed by the *Scheme* members. The Trustee is responsible for supervising the correct operation of the *Scheme* through its managers, with the assistance, where appropriate, of other professional advisers. Benefits under the *Scheme* are provided from a fund of investments (and not allocated to individual members), which is professionally managed on behalf of the Trustee.

Maximum Scheme benefits

The benefits payable by the *Scheme* are subject to the *Scheme Maximum*. Under the *Scheme Maximum*, your benefits, must not exceed 2/3rds of your final earnings. These earnings can include taxable benefits such as overtime or shift payments and may therefore be greater than your *Final Pensionable Salary*. Your final earnings may, however, be limited to the *Scheme Cap*.

The State pension and contracting-out

Prior to the introduction of the new State pension in April 2016, the State pension had two tiers: a flat rate basic pension tier and an earnings related pension tier (the State Second Pension or S2P). As a member of the *Scheme*, you were 'contracted-out' of the S2P.

As a result of this, both you and the *Company* paid reduced rate National Insurance contributions.

Being contracted-out prior to April 2016 did not affect your Basic State Pension in any way. Your S2P for any transferred-in contracted-out service up to 5 April 1997 is reduced by your Guaranteed Minimum Pension (GMP) (see [page 10](#)). Contracting-out ended in April 2016, but your contracting-out history will still impact how much State pension you get under both the old and the new system.

For further information on your State entitlement you can contact:

The Pension Service 9 Mail Handling Site A,
Wolverhampton WV98 1LU, United Kingdom

Telephone: **0800 731 0175**

gov.uk/browse/working/state-pension

Pensions Consultative Committees

A consultative process exists within the BAE Systems Pension Scheme to promote a good understanding of pension matters.

The Pensions Consultative Committees are made up of Member Representatives who are elected by the membership to represent the pension interests of all *Scheme* members. There are two consultative committees, one representing active and deferred members and one representing pensioner members.

The functions of the Consultative Committees are to:

- > Represent the views of *Scheme* members in consultations with the *Company* on matters relating to the *Scheme*;
- > Assist Aptia and the Trustee with the communication of information to members of the *Scheme*;
- > Nominate representatives for appointment to the Trustee Board as Member Nominated Trustees.

Contact details for your local Member Representative are available via OneView.

Contact Details

Visit the website:
contactpensionsadmin.com/BAES

Telephone Helpdesk:
0330 818 7282

Address:
Aptia, Maclaren House, Talbot Road,
Stretford, Manchester, M32 0FP

General information

Transferring benefits from other schemes

It is not possible to transfer any benefits into the Scheme, however if you were a member of a previous employer's scheme or have a personal pension, it may be possible whilst you are in *Pensionable Service* to arrange for a transfer payment to be made to the *MMT*. More detail around options under the *MMT* can be found in the *MMT* Member guide by visiting: scottishwidows.co.uk/save/baesarsp.

Divorce

Divorce proceedings or dissolution of a Civil Partnership may result in the issue of a Pensions Sharing Order by the Court. Pensions Sharing is not mandatory but it is available as an alternative to pensions earmarking or the offsetting of pensions against other matrimonial assets.

Financial advice

The *Company*, its employees and the *Trustee* are not authorised under the Financial Services and Markets Act 2000 as amended by the Financial (Banking Reform) Services Act 2013. This means that they cannot give investment advice or any advice regarding your membership of the *Scheme*. The information in this booklet is intended to help you make your own decision. However, if you are in any doubt, you should consult an Independent Financial Adviser.

Full details about how you can access free financial guidance and what to consider before appointing an independent financial adviser can be found in a separate Pension Guide via the website on OneView.

Assignment of benefits

You must not attempt to assign your benefits to obtain cash payments or as security for loans. Under the *Scheme* Rules, there could be no legal claim on the *Scheme* by anyone other than the person entitled to the benefits under the *Scheme* Rules. Your benefits would cease to be payable and would come under the control of the *Trustee* for payment at its discretion.

Amendments to the Scheme

The *Company*, with the consent of the *Trustee*, may, by deed, amend the *Scheme* at any time. You will be given written notice if your benefits or rights under the *Scheme* are materially affected by such amendments.

The *Company* intends to maintain the *Scheme* for the future, but in the unlikely event of it being discontinued, the *Trustee* would use the assets of the *Scheme* to provide benefits for the members in accordance with the *Scheme* Rules and applicable legislation. Increased or additional benefits may be provided from the *Scheme* at the discretion of the *Company*, subject to the *Company* paying any additional contributions that the *Trustee* may require after taking actuarial advice.

Internal Dispute Resolution (IDR) Procedure

If you have a query about the *Scheme*, the *Scheme* administrator Aptia will normally be able to resolve it. However, should you be dissatisfied with the response you receive, the *Trustee* has put in place a formal Internal Dispute Resolution (IDR) procedure for resolving complaints or disputes. You may obtain a copy of the formal IDR procedure from:

Trustee Pensions, BAE Systems plc, 2nd Floor Victory Point, Lyon Way, Frimley, Hampshire, GU16 7EX

or by emailing: pensions.policy@baesystems.com

Having gone through the IDR procedure, if the *Trustee* are unable to resolve the complaint with you, then you can refer your complaint to the Pensions Ombudsman.

Contact Details

Visit the website:
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General information

Pensions Ombudsman

Having gone through the IDR procedure, the Pensions Ombudsman (appointed under Section 145(2) of the Pension Schemes Act 1993) may investigate and make decisions about any complaint of maladministration and dispute of fact or law in relation to an occupational pension scheme where the person makes a complaint in accordance with the Act. There is no charge for these services. The Pensions Ombudsman can be contacted at:

10 South Colonnade, Canary Wharf, E14 4PU

Telephone: **0800 917 4487**

Email: enquiries@pensions-ombudsman.org.uk

pensions-ombudsman.org.uk

You can also submit a complaint online:

pensions-ombudsman.org.uk/making-complaint

MoneyHelper

MoneyHelper brings together the support and services of three government-backed financial guidance providers: the Money Advice Service, the Pensions Advisory Service and Pension Wise. MoneyHelper aims to make your money and pension choices clearer. It provides impartial guidance and can recommend further trusted support if you need it. MoneyHelper can be contacted at:

Telephone: **0800 011 3797**

moneyhelper.org.uk

The Pensions Regulator

The Pensions Regulator is the regulator of work based pension schemes in the UK. Created under the Pensions Act 2004, its aims include protecting members' benefits and promoting good administration. It also educates, informs and works with others to raise standards. The Pensions Regulator is able to intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties. The Pensions Regulator can be contacted at:

The Pensions Regulator

Napier House, Trafalgar Place, Brighton, BN1 4DW

Telephone: **0345 6001 011**

thepensionsregulator.gov.uk

Pension Tracing Service

Information about the *Scheme* (including the address at which the Trustee may be contacted) has been given to the Department for Work and Pensions. The Department acts as a central tracing agency to help individuals keep track of their previous pension arrangements. If you have difficulty finding where pensions you have earned in the past are located, the service can be accessed by contacting the Pension Tracing Service at:

Telephone: **0800 731 0193**

gov.uk/find-pension-contact-details

Pension Protection Fund

Introduced by the Pensions Act 2004, this Fund has been set up to protect pension benefits for members of company defined benefit pension schemes where the employer has become insolvent and the scheme is unable to meet its obligations. It is funded by a substantial levy on all defined benefit schemes and should help provide peace of mind for many people saving for retirement.

pensionprotectionfund.org.uk

Contact Details

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contactpensionsadmin.com/BAES

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General information

Data Protection Act

The Trustee is registered with the Information Commissioners Office for the processing of your personal data for purposes connected with its trusteeship of the *Scheme*. In order to administer the *Scheme*, personal data about you and your relatives and *Dependants* will be processed by the Trustee and the *Scheme's* administrators, which includes third parties who provide ancillary services such as printing and storing of your personal data, and advisers.

By joining the *Scheme* you consent that your personal and sensitive personal data may be processed, where required by law or under contract, to other third parties including, but not limited to, insurance companies, the *Company*, any possible purchaser of the *Company* or its business and any trustees, administrators or advisers of any other pension arrangement where a transfer of your pension rights is being made or considered.

In certain circumstances it may be necessary to transfer your personal/sensitive personal data to third parties located outside of the European Economic Area. Should this occur, the Trustee will ensure that this is done under contract, with the necessary safeguards in place to guarantee you the same rights as you would be afforded within your own country of residence.

Further information

Members in *Pensionable Service* will have access to a benefit statement each year via the website and through OneView. Each year all members will also have access to the full *Scheme* Member Report and Accounts that will provide information on the performance of the *Scheme* and any other relevant information, such as the names of the Trustees and their advisers and other formal documents through OneView.

By providing the *Scheme* administrator, Aptia, with your email address they will be able to contact you to advise when general communications have been added to OneView. Alternatively if you would like to receive all of your communications by post you can do so by opting out of digital communications (see [page 4](#)).

If you require any further information on the *Scheme* or on pension matters in general, visit:

> contactpensionsadmin.com/BAES

You can also ring Aptia on Freephone: **0330 818 7282**

Alternatively, write to:

> Aptia, Maclaren House, Talbot Road, Stretford, Manchester, M32 0FP



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