

BAE Systems Pension Scheme – SIPS (Portsmouth) Benefits

Application to change pension level from 1 April 2026

Full name	
Date of birth	
National Insurance number	
Contact telephone number	
Contact email address*	

*Please provide an email address or we will not be able to acknowledge your application.

The following levels of pension contributions are available to SIPS Portsmouth members. For more information please read the SIPS Portsmouth Member Booklet .		Your CURRENT level	Your NEW level from April 2026
		Place one cross (X)	Place one cross (X)
Level A	You earn pension based on 1/60th of your Pensionable Pay and you pay an employee contribution of 7.99%		
Level B	You earn pension based on 1/80th of your Pensionable Pay and you pay an employee contribution of 6.20%		

Declaration

I authorise my employer to deduct from my pay, the new rate of contributions due from me. I agree to be bound by the provisions of the Trust Deed and Rules of the Scheme.

Signed:

Date:

SMART Pensions

Your contributions are automatically paid through SMART Pensions (from January 2026, this includes any Additional Voluntary Contributions you may pay). SMART Pensions is a salary sacrifice arrangement that enables employees and the Company to pay lower National Insurance contributions and most members receive higher take-home pay as a result. The [SMART Pensions FAQ document](#) contains more information. Unless you have opted out of SMART Pensions the contributions you select on this form will continue to be paid through SMART Pensions.

How to submit this form

Please complete and return this form to the Scheme administrator, Aptia by **6 February 2026** so that your request can be processed with effect from **April 2026**.

You can print, complete and scan this form and then upload to:

www.contactpensionsadmin.com/baes (go to I am a member and would like to raise a Request > Anything Else)

If you do not have access to a printer or scanner, please save and complete the form online, type your name in the signature box and upload the completed form via the link above. To verify your submission you will also need to upload a photo of your signature as a second attachment along with your completed form. If you do not have the functionality to edit this PDF form, please save the form to your computer, then right click on the saved form and select 'Open with Word'. Please then complete the Word version of the form in line with the above.

Alternatively you can print, complete and post this form to:

BAE Systems Pension Scheme, Aptia, Maclaren House, Talbot Road, Stretford, Manchester, M32 0FP

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