

**BAE Systems Pension Scheme – 2000 Plan Benefits
Application to Pay/Amend/Cease Additional Voluntary
Contributions (AVCs) to the Selected Benefits Scheme
(SBS) and/or Standard Life**



(Please read the SBS/Standard Life Investment Guide before completing)

Member Information

Surname		Forename(s)	
NI number		Date of Birth	
Email			
Address & contact telephone number			

Contributions are deducted from your weekly/monthly salary and should not exceed your total earnings in any pay period. Please take independent financial advice if you are in any doubt about making Additional Voluntary Contributions.

Complete Section 1 if you wish to:-

- a) start paying regular AVCs
- b) amend the amount of regular AVCs you currently pay
- c) pay a Single AVC lump sum to be used to provide additional retirement benefits.
- d) cease paying AVCs

Complete Section 2 to confirm your investment decision.

Complete Section 3 to confirm your agreement to deductions being made/ceased.

Section 1 – Complete this Section then please go to Section 2 to confirm your investment choice

a) Start paying AVCs (New AVC Payers)

I wish to start paying the following regular amount (please indicate either a cash amount or a percentage of earnings):

<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center; margin: 0;">Min £5</p> <p style="text-align: center; margin: 0;">£(whole pounds)</p>	OR	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center; margin: 0;">Min £1</p> <p style="text-align: center; margin: 0;">%</p>	Min 1% per month
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b) Amend your AVC amount

I wish to amend the regular amount I am paying per month as follows:

from £ OR % to £ OR %

c) Single AVC Lump Sum Payment

I wish to make a Single AVC Lump Sum payment of

Unless you provide a cheque, which should be no more than your gross earnings less deductions, the one-off payment will be deducted from your salary and should not exceed your total earnings in any pay period.

Now go to Section 2 and confirm your investment choice

d) Cease paying AVCs

Tick the box if you wish to stop paying AVCs to Standard Life

Tick the box if you wish to stop paying AVCs to Selected Benefits Scheme

Now go to Section 2 and confirm your investment choice

Section 2 -Your investment choice

Existing AVC members

If you are an existing AVC member amending / ceasing payments and/or making a one-off contribution, and you do not wish to amend your current investment choice, then there is no need to complete this investment choice section. Please note that whilst you can transfer any SBS funds into Standard Life AVC funds, it is not permitted for members to transfer their Standard Life AVC funds into the SBS funds

New AVC members

Please complete this section to advise how your Additional Voluntary Contributions are to be invested with the Selected Benefit Scheme (SBS)/Standard Life until further notice.

IF YOU DO NOT INDICATE A CHOICE OF INVESTMENT(S), YOUR ADDITIONAL VOLUNTARY CONTRIBUTIONS WILL BE INVESTED IN THE SBS.

SECTION A – To be completed in ALL cases

Complete this section to advise how your AVCs are to be invested with Standard Life or SBS until further notice. **Choose one of a), b), c) or d) below.**

I wish my AVCs to be invested in:

- a) the Cash Lifestyle Investment Profile with Standard Life
- b) the Flexible Lifestyle Investment Profile with Standard Life
- c) the Annuity Lifestyle Investment Profile with Standard Life

Lifestyle Investment Profile notes:

Selection of the Lifestyle Profile covers your entire contribution: it is not possible to combine the Profile with any of the available stand alone funds. The only exception to this rule is for members who were With Profits contributors prior to 1 February 2011. If you fall into this category, you may combine the Profile with a With Profits fund contribution.

When selecting the Lifestyle Profile, you may nominate a Target Retirement Age, which is earlier than the Plan's Normal Retirement Date. The Lifestyle investment strategy will then commence the switching process (see the Standard Life Investment Choices Guide) 15 years from your nominated age. The Trustees will treat any information provided in relation to Target Retirement Age with utmost confidentiality. You need only specify a Target Retirement Age if other than age 65.

I wish my Target Retirement Age for the purposes of the Lifestyle Investment Strategy to be age

d) I do not wish to invest in a Lifestyle Investment Profile and instead wish my AVCs to be invested as set out in Sections B and C (including investment in SBS)

You may wish to consider taking independent financial advice prior to completing this form. If you need financial advice you will find information about Independent Financial Advisers in your area on www.unbiased.co.uk

SECTION B – Only to be completed if you ticked box (d) above

If you completed d) above you must now complete one of 1), 2) or 3) below and then complete the table in Section C below detailing your fund choices.

I wish the fund choices indicated in the table below to apply to:

- 1) my future contributions only
- 2) my existing AVC fund only
- 3) all my AVC funds including future contributions

Please note that funds move in different ways and can go up as well as down and therefore the percentages you choose to invest now may not continue to be the same percentages in the future. I wish the investment to be on the basis specified overleaf.

SECTION C -only to be completed if you ticked Section A (d) (This request will supersede any previous application).

Complete this Section to advise how your **future** AVCs are to be invested with Standard Life or SBS until further notice.

Fund Name	Monthly AVCS	Single AVC Lump Sum (from taxable earnings) (Whole % Only)		
SBS Retirement Fund		£	OR	%
Money Market Fund		£	OR	%
Diversified Asset Fund		£	OR	%
Annuity Purchase Fund		£	OR	%
Inflation-linked Government Bond Fund		£	OR	%
Bond Fund		£	OR	%
Fixed Government Bond Fund		£	OR	%
Property Fund		£	OR	%
Passive UK Equity Fund		£	OR	%
Active UK Equity Fund		£	OR	%
Passive Global Equity Fund		£	OR	%
Active Global Equity Fund		£	OR	%
Emerging Market Equity Fund		£	OR	%
Socially Responsible Investment Fund		£	OR	%
Shariah Fund		£	OR	%
Standard Life Managed Pension Fund		£	OR	%
Standard Life Money Market Pension Fund*		£	OR	%
Standard Life Pension With Profits 2006*		£	OR	%
Total	100%	100%		

Fund split should be in whole % only

*The Standard Life Money Market Fund (formerly called the Standard Life Sterling Fund) and With Profits Funds are not available to new contributors. They remain available only to members who were paying regular contributions prior to 1 February 2011.

Section 3 -Your authority to commence / amend / cease AVCs

Lifetime Allowance

If your total lifetime pension benefits are above the Lifetime Allowance, any excess benefits above the Lifetime Allowance will be subject to a special rate of tax when they are paid. See the Plan booklet for more information.

Your contributions will be effective from the next available payroll period. To be implemented in the next month's payroll, this form must be received by the 20th of the previous month. You should inform us if you wish your contributions to be effective from a later date.

I authorise the Trustees to invest my AVCs in the revised selections shown above as soon as practicable after submission of this request.

Signature

Date

Please return this form to:

**BAE Systems Pension Scheme – 2000 Plan Benefits, Pensions Service Centre,
PO Box 1194, Crawley, West Sussex, RH10 0FZ**

The Trustee will collect and process information about you that may be subject to data protection laws. For more information about how we use and disclose your personal information, how we protect your information, our legal basis to use your information, your rights and who you can contact, please refer to the relevant sections of our Privacy Notice at www.baesystems.com/en/privacy

You may wish to consider taking independent financial advice prior to completing this form. If you need financial advice you will find information about Independent Financial Advisers in your area on www.unbiased.co.uk