

**BAE Systems Pension Scheme  
DC Retirement Plan ('the Plan')  
Automatic Enrolment Opt Out form**

Please complete this form if you would like to opt out of the Plan. To save time and ensure receipt, you can scan and email the completed form to [baesystemshr@baesystems.com](mailto:baesystemshr@baesystems.com) or you can post the original to the following address: **BAE Systems, HR Shared Services, Fulwood Park, Caxton Road, Fulwood, Preston, Lancashire, PR2 9NZ**

Your full name:	
Your Employer's name:	
Your National Insurance number:	
Your date of birth:	
Your GCI number:	

I wish to opt out of pension saving (please tick)

I understand that if I opt out I will lose the right to pension contributions from my employer.

I understand that if I opt out I may have a lower income when I retire.

**What you need to know**

- Your Employer cannot ask you or force you to opt out. If you are asked or forced to opt out, you can tell the Pensions Regulator, see [thepensionsregulator.gov.uk](http://thepensionsregulator.gov.uk)
- If you change your mind, you can opt in and re-join the Plan at any time.
- It is a legal requirement that anyone who opts out or stops making payments will be automatically enrolled back into the Plan at a later date (every three years). We will contact you when this happens, and you can opt out if it is still not right for you.
- If you change the legal employing entity you work for within BAE Systems, your new Employer will automatically enrol you back into the Plan. We will contact you when this happens, and you can opt out if it is still not right for you.
- In the event this completed form is received by HR Services **after a month** of you being notified by letter that you have been automatically enrolled into the Plan, you will be informed. You will not receive a refund of the Company contributions paid into your pension pot. Your pension pot will then remain within the Plan until you decide to transfer it elsewhere or retire. If you still wish to opt out, you need to give two months' notice to the Trustee. You need to download, complete and return an '**Opt Out Application Form**', which can be found on the Plan website at [standardlifepensions.com/bspp/dcrp.page](http://standardlifepensions.com/bspp/dcrp.page).

**Declaration**

I fully understand the process and implications of opting out of the Plan as detailed above.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Send your completed form to:**

BAE Systems, HR Shared Services, Fulwood Park, Caxton Road, Fulwood, Preston,  
Lancashire, PR2 9NZ

**The Trustee will collect and process information about you that may be subject to data protection laws. For more information about how it uses and discloses your personal information, how it protects your information, its legal basis to use your information, your rights and who you can contact, please refer to the relevant sections of the Privacy Notice at [baesystems.com/en/privacy](https://baesystems.com/en/privacy).**

**OFFICE USE ONLY**

<b>Date received</b>		<b>Form completed correctly</b>	<b>Y/N</b>
<b>Date sent to payroll</b>		<b>Form completed within one month</b>	<b>Y/N</b>