

**BAE Systems Pension Scheme – SIPS Benefits ('the Scheme')**

**Application to change Level – Contribution rate amendment form**

Full Name	
Date of Birth	
National Insurance Number	
Member Number	
Contact Number	
Email*	

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

**Current Membership Level (place a cross (X) in one box only)**

The following levels of pension contributions are available to SIPS VSEL and Portsmouth members. For more information you should refer to your Scheme booklet which can be found at [baesystems.com/pensions](http://baesystems.com/pensions)

<p><b>Tier A:</b> 9.29% of Pensionable Pay for annual pension accrual of 1/60<sup>th</sup></p> <input type="checkbox"/>	<p><b>Tier B:</b> 7.29% (VSEL) or 7.50% (Portsmouth) of Pensionable Pay for annual pension accrual of 1/80<sup>th</sup></p> <input type="checkbox"/>
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**New Membership Level (place a cross (X) in one box only)**

I wish to choose the Level indicated below with effect from 1 April 2022.

<p><b>Tier A:</b> 9.29% of Pensionable Pay for annual pension accrual of 1/60<sup>th</sup></p> <input type="checkbox"/>	<p><b>Tier B:</b> 7.29% (VSEL) or 7.50% (Portsmouth) of Pensionable Pay for annual pension accrual of 1/80<sup>th</sup></p> <input type="checkbox"/>
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**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:* \_\_\_\_\_

Please return this form to the address below, or by email, by **4 February 2022** so that your request may be processed with effect from 1 April 2022.

**Address:** BAE Systems HR Services, Fulwood Park, Caxton Road, Fulwood, Preston, Lancashire, PR2 9NZ

**Email:** [baesystemshr@baesystems.com](mailto:baesystemshr@baesystems.com)

You should also send a copy of this form to the Scheme administrator:

**Private Sector Pensions (SIPS), Capita, PO Box 555, Stead House, Darlington, DL1 9YT**

**Email:** [member.enquiries@sips-pensions.co.uk](mailto:member.enquiries@sips-pensions.co.uk) and retain a copy for your records.

If you do not have access to a printer or scanner please save and complete the form on line, type your name in the signature box and attach it to an email which should be sent from a BAE Systems or other Participating Employer email address. If you do not have access to a BAE Systems or other Participating Employer email address, an email will need to come from a personal email account. Where the form is sent by email from a personal account, to verify the submission, you will also need to have your signature photographed and sent as an attachment with the email. 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.

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).