Your guide to Alvis benefits
Additional Voluntary Contributions (AVCs) are voluntary payments made by you in addition to your contributions to the Scheme. They are invested with the aim of providing you with extra benefits at retirement.

Alvis is a benefit edition in the BAE Systems Pension Scheme, which replicates the benefits of the Alvis Pension Scheme following the transfer of that scheme into the BAE Systems Pension Scheme on 1 October 2019.

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

Final Pensionable Salary is:
For Pensionable Service to 6 April 2011, it is your highest Pensionable Salary in any Year in the previous five years before the earlier of your Normal Retirement Date or the date your membership ceases.
For Pensionable Service on and after 6 April 2011, it is the average of your Pensionable Salary over the 36 months in the three previous years before the earlier of your Normal Retirement Date or the date your membership ceases.
For Staff Member Category 1 and Staff Member Category 2 in respect of your Pensionable Service up to 6 April 2011, it is the yearly average of the highest three consecutive Pensionable Salaries in the 10 years before the earlier of your Normal Retirement Date or the date your membership ceases, subject to a deduction of £300 in relation to pre April 1987 Pensionable Service.
Final Pensionable Salary must not exceed the Scheme Cap.

Longevity Adjustment Factor is an adjustment figure dependent on age, which is applied to the pension earned on and after 6 April 2011. It will adjust the pension earned to reflect changes in life expectancies. Improved mortality rates may mean that future pensions are expected to be paid for longer and the Longevity Adjustment Factor will reduce your pension earned on and after 6 April 2011 to take account of this. The level of the Longevity Adjustment Factor will be set each year. There are different Longevity Adjustment Factors which apply to benefits on normal retirement, ill-health retirement and to benefits payable following death before retirement.

Normal Retirement Date is your 65th birthday.

Incapacity is physical or mental deterioration which, in the opinion of the Trustees based on evidence from a registered medical practitioner, either prevents you from carrying on in normal employment or seriously impairs your earning capacity.

Pensionable Salary is your average basic annual salary in a Year and for Staff Member Category 1 and Staff Member Category 2 it means your basic annual salary as at the previous 1 April. Pensionable Salary excludes varying elements of your pay such as commission, shift, bonus and overtime payments. Pensionable Salary must not exceed the Scheme Cap.

Pensionable Service is the number of complete years and months of continuous service plus any Pensionable Service added in respect of any transfer value made before 6 April 2007.

Scheme is the BAE Systems Pension Scheme.

Scheme Cap is the maximum earnings used in any calculation of your contributions and benefits. It will normally be increased each year. This applies if you joined the Scheme on or after 1 June 1989. The current figure is published on the pensions website.

Scheme Maximum refers to the limits which were HM Revenue & Customs requirements up to 6 April 2006 and which continue to apply to benefits in a simplified form. For example, under the Scheme Maximum your benefits (excluding AVC benefits) must not exceed 2/3rds of your final earnings or 1/60th of your final earnings for each year of your continuous Company employment if greater.

Staff Member Category 1 is a member who was notified that they would be a Staff Member Category 1 when they transferred from the Alvis 1992 Pension Scheme to the Alvis Pension Scheme with effect from 1 April 2000.

Staff Member Category 2 is a member who was notified that they would be a Staff Member Category 2 when they transferred from the Alvis 1992 Pension Scheme to the Alvis Pension Scheme with effect from 1 April 2000.

Year is from 6 April to the following 5 April.
Alvis provides benefits for you and your family and is a valuable part of your remuneration package from the Company. Alvis is no longer offered to new entrants.

Whether retirement is close or a long way off, it is important to make sure that you understand the benefits provided. These benefits can make a big difference to your standard of living in retirement and your family’s security in the event of your death.

In order to ensure security for you and your dependants, all benefits provided under Alvis are ‘funded’. This means that the Trustees are building up resources now to meet the cost of benefits that will become payable in the future rather than simply paying for them out of current contribution income.

If you require any further information on the Scheme, or on pension matters in general, visit www.baesystemspensions.com

The Scheme Administrators are Equiniti who can be contacted at:

- The Pensions Service Centre, PO Box 1194, Crawley, West Sussex, RH10 0FZ
- 0800 917 9568
- fulwood.pensions@equiniti.com

This booklet is a summary of Alvis benefits and should be used as a guideline only. Every care has been taken to ensure that it is accurate but it is subject to changes in the future as required by HM Revenue & Customs (HMRC) and to the Scheme’s Trust Deed and Rules which provide the legal basis of the Scheme and which override any provisions of this booklet with which they are inconsistent.

If you would like to see the Trust Deed and Rules, you can request a copy from the Scheme Administrators.
Your contributions

A tiered contribution rate operates and you can choose the rate you wish to pay (rates below apply from 1 October 2011):

<table>
<thead>
<tr>
<th>Contribution Rate</th>
<th>Pension Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.29% of Pensionable Salary</td>
<td>1/80th per year pension accrual</td>
</tr>
<tr>
<td>9.29% of Pensionable Salary</td>
<td>1/60th per year pension accrual</td>
</tr>
</tbody>
</table>

It is possible to change the contribution rate you have selected once a year at the beginning of April, provided that written notification is forwarded at least one month in advance. Forms to make a change can be downloaded from the pensions website or are available from the Scheme Administrators.

You receive full tax relief on your contributions (although some restrictions apply to high earners; see page 10 for more information). As a result the true cost of membership is considerably less than the gross contribution.

SMART Pensions arrangement

Provided that you are employed by companies wholly owned by BAE Systems or participating companies, all contributions will be made under the SMART Pensions arrangement, unless you choose to opt out of SMART. Full details of the SMART Pensions arrangement can be found in a separate SMART Pensions booklet which can be downloaded from the pensions website.

Additional Voluntary Contributions

You may, if you wish, increase your benefits by paying Additional Voluntary Contributions (AVCs). You will receive full tax relief on your AVCs, although some restrictions apply to high earners.

AVCs build up in a separate fund. The total in your fund is available at your retirement (or death) and can normally be taken as a tax free cash lump sum (within HMRC limits) or used to purchase additional pension. You can generally pay your full net salary towards AVCs.

An AVC Application Form and further information can be obtained from the pensions website or the Scheme Administrators.

Company contributions

The Company does not have a fixed contribution rate but pays the balance of the cost of the Scheme, which varies from time to time.

The balance of cost is calculated by the Scheme Actuary, one of the Scheme’s specialist advisers. The fees and expenses associated with the Scheme are included in the Company contribution rate.
When you reach retirement

When you retire you will receive a pension that relates to your earnings and length of service. Benefits must not exceed the Scheme Maximum.

All pensions are treated as earned income and are taxed under the PAYE system.

**Normal Retirement**

Your pension at Normal Retirement Date will be calculated by reference to your Final Pensionable Salary, your Pensionable Service and the accrual rate applicable to your chosen contributions.

**Early Retirement**

If you are aged over 55 you can retire at any time provided that the Company and Trustees agree. You will receive a pension calculated in the same way as at Normal Retirement Date (based on Pensionable Service completed to the time you actually retire) but this pension will be reduced to allow for the longer period for which it will be paid.

**Example**

Assuming your Final Pensionable Salary was £30,000 for service up to 5 April 2011 and £29,500 for service after 5 April 2011 and you complete 10 years’ Pensionable Service on 6 April 2016, your pension would be either:

- **9.29% contribution** (7% contribution prior to 6 April 2011):
  
  1/80th x £30,000 x 5 years = £1,875 per annum
  +
  1/80th x £29,500 x 5 years = £1,844 per annum
  **Total = £4,958 per annum**

- **7.29% contribution** (5% contribution prior to 6 April 2011):
  
  1/80th x £30,000 x 5 years = £1,875 per annum
  +
  1/80th x £29,500 x 5 years = £1,844 per annum
  **Total = £4,719 per annum**

*Post 6 April 2011 pension is adjusted by the Longevity Adjustment Factor which will vary from time to time and will be calculated at the same time as your pension starts, which is likely to mean that this element of your pension will be reduced.

You will have the option at retirement to exchange part of your pension for a tax free cash lump sum.

**Late Retirement**

If you continue in employment with the Company after reaching Normal Retirement Date, you can continue to make contributions but you must take your pension no later than your 75th birthday. You will receive a pension based on your Final Pensionable Salary and Pensionable Service to your date of retirement and using the Longevity Adjustment Factor at your Normal Retirement Date.

Alternatively, you can choose to leave Pensionable Service at your Normal Retirement Date whilst remaining in the employment of the Company and defer taking your benefits until you leave Company service. If you choose this option, your pension will be calculated based on your Final Pensionable Salary and Pensionable Service to your Normal Retirement Date but based on Pensionable Service completed to the time you actually retire, plus half of the Pensionable Service you would have completed from your date of retirement to your Normal Retirement Date. This pension will be reduced to allow for the longer period for which it will be paid.

The Trustees have the power to reduce, suspend or terminate your medical retirement pension if, in their opinion, this is justified by a subsequent change in your medical circumstances.

**Note**

For Staff Member Category 1 and Staff Member Category 2 different benefit provisions apply. You will be notified if this applies to you.

**Pension Increases**

Pensions earned after 5 April 1997 will be increased annually in line with the cost of living increases up to 5% each year for pension earned up to 5 April 2011 and 2.5% each year for pension earned after 5 April 2011.

After State Pension age that part of your pension representing your Guaranteed Minimum Pension (GMP) earned after 5 April 1988 will be increased in line with the Consumer Prices Index, subject to a maximum of 3% a year. Any GMP earned before 6 April 1988 does not increase.

Pensions are increased on 6 April each year and proportionate increases are given in the first year of retirement to any pensions beginning after 6 April.

**Tax free cash sum**

Subject to the consent of the Trustees, you may usually exchange up to 25% of the value of your pension for a tax free cash sum on retirement.

The amount of annual pension that you will need to give up for cash depends on your age at retirement. The rates are calculated by the Scheme’s Actuary and may change from time to time.
When you reach retirement

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. These options are not available for your benefits, so you will need to transfer your benefits to a defined contribution pension arrangement offering the new flexibilities in order to access them in this way. Please be aware that different tax charges may apply and it is likely that the external provider will require you to pay charges. Any transfer request made within a year before your Normal Retirement Date for the cash equivalent of your benefits (this excludes your AVCs) is subject to the Trustees’ approval. If you wish to consider this option you should contact the Pension Service Centre for further details.

Protecting your pension
From 6 April 2015, 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 Trustees of the Scheme before the transfer can take place. Whilst it is not a requirement for transfers of less than £30,000, we recommend that you get independent financial advice before transferring your benefits.

Further Information
Visit: www.baesystemspensions.com
Pensions Service Centre:
0800 917 9568
Overseas:
+44 (0)121 415 0891
Email: fulwood.pensions@equiniti.com
Death benefits

Death in service

Lump sum death benefit
If you die whilst in Pensionable Service, a lump sum will be payable. The lump sum will be equal to four times your basic annual salary at your date of death.

Example
Basic annual salary = £25,000
Lump Sum = £25,000 x 4 = £100,000

For Staff Member Category 1 and Staff Member Category 2 the lump sum will be equal to four times your Pensionable Salary at your date of death and if no Spouse’s, children’s or dependant’s pensions are payable, a refund of your contributions will be payable in addition.

The recipient(s) will be selected by the Trustees but they will be guided by any nomination you have made by completing a Nomination Form (see far right).

Spouse’s pension
If you joined before 6 April 1997 your Spouse or Civil Partner will also receive a pension of 2/3rds of the pension which you would have received based on your prospective service to Normal Retirement Date and based on your Final Pensionable Salary at your date of death. If you joined on or after 6 April 1997 your Spouse or Civil Partner would receive a pension of half of the pension you would have received based on your prospective service to your Normal Retirement Date and your Final Pensionable Salary at your date of death.

For Staff Member Category 1 or Staff Member Category 2, the Spouse or Civil Partner will receive a pension of half the pension you would have received based on the Pensionable Service you would have completed from 1 July 1988 up to your Normal Retirement Date.

Children’s pension
If your Spouse or Civil Partner has a dependent child or children, an additional pension equal to half the Spouse’s pension will be paid and will be apportioned between them. If you leave dependent children at your date of death but no Spouse or Civil Partner, children’s pensions equal to the Spouse’s pension which would have been due will be payable and will be apportioned between them.

For Staff Member Category 1 or Staff Member Category 2, if your Spouse or Civil Partner has a dependent child or children, children’s pensions are calculated on the same basis as the Spouse’s pension as described on the left and a pension equal to the Spouse’s pension will be apportioned between them.

Children’s pensions are payable whilst the child is under 18 years of age and payment may be extended until age 22 (or age 23 in certain circumstances) at the discretion of the Trustees for children remaining in full time education or vocational training.

Dependants’ pension
If no Spouse’s or children’s pensions become payable, a dependant’s pension may be payable to any other person considered by the Trustees to be financially dependent on you, or receiving financial support from you, at your date of death. This dependant’s pension is payable at the Trustees’ discretion.

Nomination Form
This enables you to indicate to whom you wish the Trustees to consider paying any lump sum death benefit. You are advised to complete this form and return it to the Scheme Administrators. A Nomination Form can be downloaded from the pensions website or obtained from the Scheme Administrators and you should complete and return a new Nomination Form if your wishes or personal circumstances change. The Trustees are not legally bound by any nomination you make but will take your wishes into account.

Further Information
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Death in retirement

If you die whilst receiving a pension from Alvis the following benefits will be paid:

Lump sum death benefit
Your pension is subject to a five year guarantee. This means that if you die within five years after retirement, a lump sum is payable equal to five years' pension (at the rate applicable at your date of death disregarding future increases) less any pension already paid.

Spouse's pension
A Spouse's pension will be paid to your Spouse or Civil Partner. The amount will be based on the pension you would have been receiving when you died if you had not exchanged any pension for a lump sum at retirement. The Spouse's pension will be 2/3rds of the pension accrued during your Pensionable Service before 6 April 1997 and half of the pension accrued during your Pensionable Service from 6 April 1997.

For Staff Member Category 1 or Staff Member Category 2, your Spouse's pension will be based on half of the pension you accrued during your Pensionable Service from 1 July 1988, increased to your date of death.

Dependants' pension
If no Spouse's pension or children's pensions become payable, a dependant's pension may be payable to any other person considered by the Trustees to be financially dependent on you, or receiving financial support from you, at your date of death. This dependant's pension is payable at the Trustees’ discretion.

Death in deferment

If you die after leaving the Scheme and are entitled to a deferred pension (see page 9), the following payments will be made:

Refund of contributions
If you die and no Spouse's, children's or dependant's pensions are payable on your death, a refund of your contributions will be paid.

If you opted to leave Alvis, were to die after age 65, are still in the employment of the Company and have not yet drawn any of your benefits, a lump sum is payable equal to five years' pension payments at the rate applicable if you had retired at your date of death disregarding future increases.

Spouse's pension
A Spouse's pension will be paid to your Spouse or Civil Partner. The amount will be based on 2/3rds of your deferred pension which you were entitled to when you left the Scheme.

For Staff Member Category 1 or Staff Member Category 2, your Spouse's pension will be based on half of your deferred pension in relation to Pensionable Service from 1 July 1988.

Children's pension
If your Spouse or Civil Partner has a dependent child or children, an additional pension of half of the Spouse's pension will be payable and will be apportioned between them. If you leave dependent children but no Spouse or Civil Partner, children's pensions will be payable equal to the Spouse's pension which would have been payable and will be apportioned between them.

For Staff Member Category 1 or Staff Member Category 2, your Spouse's pension will be based on half of your deferred pension in relation to Pensionable Service from 1 July 1988.

Children's pensions are payable whilst the child is under 18 years of age and payment may be extended until age 22 (or age 23 in certain circumstances) at the discretion of the Trustees for children remaining in full time education or vocational training.

Dependants' benefits
If no Spouse's pension or children's pensions become payable, a dependant's pension may be payable to any other person considered by the Trustees to be financially dependent on you, or receiving financial support from you, at your date of death. This dependant's pension is payable at the Trustees’ discretion.

Further Information

Visit: www.baesystemspensions.com
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Email: fulwood.pensions@equiniti.com

Your guide to Alvis benefits

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Leaving

You will leave Alvis if you leave the service of the Company. Alternatively, you may leave by giving a month’s notice, in writing, to the Trustees. If you leave Alvis other than on retirement, the choice of deferred benefits or a transfer out is available to you:

Deferred benefits
You have the option to receive a pension at Normal Retirement Date based on your Pensionable Service and Final Pensionable Salary at the date you leave Alvis, subject to not exceeding the Scheme Maximum. This is called a deferred pension. For those who left service after 5 April 2017 increases are currently granted at the rate of 3.5% per annum on your Guaranteed Minimum Pension and in line with the Consumer Prices Index (CPI) up to 5% per annum on the balance of your pension relating to service before 6 April 2009 and up to 2.5% per annum relating to service after 5 April 2009. The increases are calculated over the whole period between your date of leaving and when you draw your benefits.

A Spouse’s pension will be paid to your Spouse or Civil Partner if you die either before or after retirement. See page 7 for more information.

Transfer out
As an alternative to deferred benefits, you may choose to take a transfer to either your new employer’s scheme or another pension arrangement. This can be requested at any time up to a year before your Normal Retirement Date and will be the cash equivalent of your benefits (including death benefits but excluding any allowances for discretionary benefits).

If you request a transfer value, the Trustees will ask the Scheme Actuary to calculate this value for you. Within three months of your request to transfer, you will be provided with a statement showing your entitlement. The figure shown in the statement will be guaranteed for three months from the quotation date and, if accepted, will be paid within six months of the quotation date. If you do not take up the option, the Trustees are not obliged to provide you with a further statement until 12 months after the last date you asked.

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. These options are not available for your benefits, so you will need to transfer your benefits to a defined contribution arrangement offering the new flexibilities in order to access them in this way. Please be aware that different tax charges may apply and it is likely that the external provider will require you to pay charges. Any transfer request made within a year before your Normal Retirement Date for the cash equivalent of your benefits (this excludes your AVCs) is subject to the Trustees’ approval. If you wish to consider this option you should contact the Pension Service Centre for further details.

Protecting your pension
From 6 April 2015, 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 Trustees before the transfer can take place. Whilst it is not a requirement for transfers of less than £30,000, we recommend that you get independent financial advice before transferring your benefits.

Rejoining
If you choose to leave Alvis whilst still employed by the Company you can only be readmitted with the approval of the Trustees and they may ask you to provide medical evidence or meet other conditions. You should note that approval to rejoin the Scheme is unlikely to be given.

Further Information
Visit: www.baesystemspensions.com
Pensions Service Centre:
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Overseas:
+44 (0)121 415 0891
Email: fulwood.pensions@equiniti.com
A registered scheme

The 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 apply.
- Tax free cash lump sums may be payable on retirement and death.
- Tax advantages for the Scheme investments in respect of certain income and capital gains from investments.

Restrictions

- The income tax relief concessions are, in effect, clawed back if certain restrictions are breached. The two main restrictions that apply are described below, although the majority of members are unlikely to be affected by them.

Lifetime Allowance

If the value of benefits in registered schemes that you may accumulate in your lifetime exceeds the Lifetime Allowance, the excess benefits will be taxable at a special rate of tax. The Lifetime Allowance will increase by Consumer Price Inflation each year.

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.

Information on all Allowances mentioned here is available at www.baesystemspensions.com/taxationalloances

Tapered Annual Allowance: For members who have a total taxable income of more than £150,000, the Annual Allowance will reduce by £1 for every additional £2 of taxable income above £150,000. The maximum reduction will be £30,000, so anyone with an income of £210,000 or more will have an Annual Allowance of £10,000.

The tests against the income components to use, adds complexity to the process of assessing an individual’s exposure to the Annual Allowance and you need to be aware that individuals with taxable income over £110,000 may be affected. The income components include personal sources of income (such as investment income or income from a buy-to-let property), together with employment-related income and a measure of the increase in pension savings over the tax year.

Money Purchase Annual Allowance: Where members choose to transfer their AVC benefits to another scheme and subsequently access those defined contribution benefits through the new pension flexibility rules, a Money Purchase Annual Allowance (MPAA) will be applied to the amount of money you can then save to any other defined contribution arrangement. In other words, only contributions paid into a defined contribution arrangement up to the MPAA, then you can accrue defined benefits up to the Annual Allowance less any defined contribution payments up to the MPAA.

Please be aware that in any tax year you cannot claim tax relief on your contributions to pension schemes in excess of your annual earnings. Your contributions include AVCs but not contributions made by the company under SMART.

If you believe you may be affected by the restrictions set out above, you should seek independent financial advice. Further information on all these restrictions is available through the HMRC Pensions Tax Manual (www.gov.uk/hmrc-internal-manuals/pensions-tax-manual). An Independent Financial Adviser may charge a fee for their service. Please visit www.unbiased.co.uk for more details.
General information

Management of the Scheme

The Scheme is established under a trust administered by a Trust Company, BAE Systems Pension Funds Trustees Limited, which has its own Board of Directors (known as the Trustees). Details of the current Trustees are provided each year in the Scheme's Report and Accounts.

Legal rights

The Scheme was established under trust and the Trustees have a legal responsibility to administer the Scheme in line with the Trust Deed and Rules. The Trust Deed and Rules and not this booklet provide your legal rights to specific benefits. The Company reserves the right to terminate or change the Scheme. In the unlikely event of the Scheme's termination, the Company is obliged to make good any shortfall in the funding of the Scheme up to a level required by legislation.

Assignment of benefits

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

The State Pension scheme

In April 2016, the Government replaced the two tiers of State Pension (the Basic State Pension and the additional earnings-related State Second Pension) with a new flat-rate State Pension, which applies to people who reach State Pension Age after 6 April 2016. Up to 5 April 2016, members of Alvis were contracted-out of the State Second Pension, which was formerly known as the State Earnings Related Pension Scheme (SERPS). They had been able to pay a reduced rate of National Insurance as a result of being in a contracted-out scheme. Contracting-out has been abolished from 6 April 2016 and members now pay the standard rate of National Insurance to build up entitlement to the new flat rate State Pension.

For further information on your State Pension entitlement you can contact:

> www.gov.uk/check-state-pension

Divorce

Divorce proceedings 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.

Data Protection

The Trustee of your pension scheme 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

Financial advice

The Company and its employees, the Scheme Administrator and the Trustees 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 financial or investment advice. If you require such advice, you should consult an Independent Financial Adviser who may charge a fee for this service.

> www.unbiased.co.uk

Disputes

The Trustees aim to deal with any complaint from a member promptly and fairly. If you have a dispute which you are unable to resolve informally, you should ask for a complaint form and a copy of the formal Internal Dispute Resolution Procedure from:

> Group Pensions, BAE Systems plc,
PO Box 87, Warwick House, Farnborough Aerospace Centre, Farnborough, Hampshire, GU14 6YU

Your complaint will be investigated and a response is normally given within two months of receipt of the complaint. If it is not possible to resolve the matter at this level, you can lodge an appeal to the Trustees. You may request the assistance of TPAS (The Pensions Advisory Service). If you cannot resolve your dispute with the Trustees you may refer the matter to the Pensions Ombudsman.
TPAS (The Pensions Advisory Service) and the Pensions Ombudsman

TPAS is an independent voluntary organisation with a network of local experts. TPAS can help you if you have any general requests for information or guidance concerning your pension arrangements. TPAS can be contacted at:

> 11 Belgrave Road, London, SW1V 1RB
> 0800 011 3797
> www.thepensionsadvisoryservice.org.uk

You may also refer a complaint to the Pensions Ombudsman, free of charge. The Pensions Ombudsman may investigate and determine any complaint of maladministration or any dispute of fact or law in relation to a pension scheme. The Pensions Ombudsman normally expects a member to have tried to resolve their complaint through the Internal Dispute Resolution Procedure first (see page 11).

Contact with the Pensions Ombudsman needs to be made within 3 years of the event(s) you are complaining about – or, if later, within 3 years of when you first knew about it (or ought to have known about it). There is discretion for those time limits to be extended.

The Pensions Ombudsman can be contacted at:

> Napier House, Trafalgar Place, Brighton, BN1 4DW
> www.thepensionsregulator.gov.uk

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 pension schemes and should help provide peace of mind for many people saving for retirement in such schemes.

> www.pensionprotectionfund.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. 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 Pension Service 9, Mail Handling Site A, Wolverhampton, WV98 1LU
> 0800 731 0193
> www.gov.uk/find-pension-contact-details

Further Information

Whilst you are a contributing member you will receive a benefit statement each year. Each year all members will receive a summary of the full Scheme 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.

Other formal documents are available on request to the Scheme Administrators.

If you require any further information on the Scheme, or on pension matters in general, visit www.baesystemspensions.com

You can also ring the Pensions Service Centre on 0800 917 9568 or e-mail fulwood.pensions@equiniti.com

Alternatively, write to:

> The Pensions Service Centre, PO Box 1194, Crawley, West Sussex, RH10 0FZ

Further Information

Visit: www.baesystemspensions.com

Pensions Service Centre:
0800 917 9568

Overseas:
+44 (0)121 415 0891

Email: fulwood.pensions@equiniti.com

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