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A large circular graphic with a blue center and a tan border. Inside the blue circle, there are several financial icons: a bar chart with an upward arrow, a pie chart, a stack of gold coins, a percentage sign, a piggy bank, and another stack of gold coins. The text 'PENSION PORTAL' is written in large, white, bold, sans-serif capital letters across the center of the blue circle. The graphic is set against a background of rolling green hills, a blue sky with white clouds, and a tan path leading to a stone archway.

# PENSION PORTAL

LOGIN

## BASF UK Group Pension Scheme

Pension Portal

# Portal Functionality

The Pension Portal is a secure online service that allows you to view and manage your DC Account. You can access the Portal via <https://www.pensionportal.co.uk/basf> and log in or follow instructions to register if you are a new user.

The table shows the Portal functionality, including actions specific to active, deferred, and pensioner members.

## First time user?

When logging into the Portal for the first time, you'll need to register with your **National Insurance Number** and **Date of Birth**.

You can create your own **Unique ID**, make it something personal to you and easy to remember.



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Portal Function	Active	Deferred	Pensioner
View & update your contact details	✓	✓	✓
View recent annual benefit statements	✓	✓	✓
View & update your death benefit nominations	✓	✓	✓
View your current DC Account value	✓	✓	✗
View & update your DC investment choices	✓	✓	✗
View DC investment performance	✓	✓	✓
View your DC contribution history	✓	✓	✓
Use the Retirement Modeller to:			
Your estimated DC Account at your Target Pension Date	✓	✓	✗
Your potential benefits at retirement	✓	✓	✗
The effect of changing your contributions	✓	✗	✗
The effect of changing your Target Pension Date	✓	✓	✗
The effect of choosing different investments on your fund	✓	✓	✗
An indicative transfer value for your DC Account	✓	✓	✗
An indicative transfer value for your DB pension	✗	✓	✗
Manage your communication preferences	✓	✓	✓
View & update your bank details	✗	✗	✓
View your pension payslips	✗	✗	✓

# How to update your...

## Personal Details

Active employees should make changes to personal details via [Ingenuity](#).

If you are no longer employed by BASF, you can update your personal details online by following the steps below:

- ✓ Select '**Personal Details**' from the '**See**' menu
- ✓ Click '**Edit**' and make any changes you need and click '**Confirm**' to submit your changes

Some data cannot be changed online. If non-editable data requires change, contact the [Scheme Administrator](#).



## Target Retirement Date (TRD)

If you invest in a LifePlan, your DC Account will gradually move your investments as you approach your TRD. The Scheme Administrator also uses your TRD to project your DC Account in your annual benefit statement.

To update your TRD:

- ✓ Select '**Investment Changes**' from the '**Do**' menu
- ✓ Click the "radio" button, followed by '**Continue**'
- ✓ Enter your new TRD and click '**Continue**'

## Nominated Beneficiaries

The Trustee may have to decide who should receive any benefits due on your death. Whilst the decision ultimately rests with the Trustee, they will normally consider your wishes in their decision. It's important that your beneficiary information is kept up to date.

You can view or change your nominated beneficiaries by following the steps below:

- ✓ Select '**Expression of Wish**' from the '**See**' menu
- ✓ Make any changes and click '**save**'



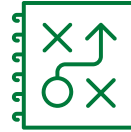
# Changing your investments

You can amend your existing and/or future investment strategy on the [Pension Portal](#) by selecting '**Investment Changes**' from the '**Do**' menu. You can choose to change your entire strategy or your investments in a specific contribution type, including:

- Your regular contributions (including BASF contributions)
- Any Additional Voluntary Contributions (AVCs)
- Any pensions you've transferred into the Scheme
- Any bonuses you've sacrificed

## LifePlan

If you are either already investing in a LifePlan or wish to start, you can choose any of the nine available LifePlan strategies.



LifePlans are structured investment pathways that gradually move your investments to lower risk funds as you approach your Target Retirement Date (TRD).

## FreePlan

You can choose to invest your DC Account in any (or all) of the fund range available. You will select what proportion of each fund is used. If you already invest in FreePlan, you can either choose to re-balance your existing investments or choose to direct future contributions only.



It is important to remember that your investments will not automatically move as you approach your TRD. If you invest in FreePlan it is recommended that you regularly monitor your DC Account.

## Where can I get help?

If you have any questions about your pension benefits, you should contact the Scheme Administrator in the first instance. You can find contact details on the [Pension Website](#).



## Retirement Modeller

Whilst it's not possible to accurately predict what will happen to your investments in the future, you can use the Retirement Modeller which uses assumptions to help your plan for retirement.

You can also use the modeller to model the impact of:

- Increasing or decreasing Additional Voluntary Contributions (AVCs)
- Changing your contribution rate
- Changing your TRD
- Changing your investment strategy

To help you understand how to use the modeller, you can watch a demonstration video by clicking the YouTube icon.

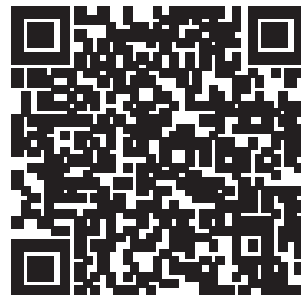


## Pension Portal App

You can download the Pension Portal App by scanning the QR codes below with your smartphone.



Apple App Store



Google Play Store

Use your Pension Portal login details and enter **BASFpen** as the client code. You can use the app to:

- Track your fund value and investment strategy
- Access benefit statements and contribution history
- View pension payslips and salary history
- Send questions directly to the admin team
- Check the status of any open cases