BASF UK Group Pension Scheme ("the Scheme")

Are you ready for your next challenge?

Member Nominated Director on the Trustee board of the BASF UK Group Pension Scheme

June 2017
You’re part of the process

We are currently inviting nominations from active members of the Scheme, for the role of Member Nominated Director on the Trustee Board. This role will commence on 30 November 2017 when the current MND, Johanna Early, will reach the end of her current six-year term of office. Nominations are open to all eligible members of the Scheme, including Johanna, who will be re-standing.

Whether you want to become a Director or not, you can still play an important part in the process.

The BASF UK Group Pension Scheme (the Scheme) is overseen by a trustee company called BASF Pensions Trustee Limited, referred to as the Trustee. Like an ordinary company, the trustee company has a board of directors which is made up of eight Trustee Directors who are appointed to ensure that the purpose of the Scheme is fulfilled.

The current Trustee Directors are:

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<tr>
<th>Company Nominated</th>
<th>Location</th>
<th>Member Nominated</th>
<th>Location</th>
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<tbody>
<tr>
<td>BEST Trustees plc</td>
<td>Independent trustee</td>
<td>Johanna Early</td>
<td>Bradford</td>
</tr>
<tr>
<td>represented by Phil Tranter</td>
<td></td>
<td>Karen Harper</td>
<td>Cheadle</td>
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<tr>
<td>Ruth Cleet</td>
<td>Cheadle</td>
<td>Rod Swailes</td>
<td>Pensioner</td>
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<td>Melanie Newbould</td>
<td>Cheadle</td>
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<td>Paul Wilson</td>
<td>Cheadle</td>
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<td></td>
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<tr>
<td>Peter Wormald</td>
<td>Pensioner</td>
<td></td>
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By law, at least a third of the Trustee Directors must be nominated by the membership. This is where you get involved.

If you would like to talk to any of the Trustee Directors, please contact the BASF Pension Team on +44 (0)161 488 5704/5659 or via email to julie.godsell@basf.com to arrange this.
You play an important part in the process and can get involved in three ways:

1. Stand
If you’re interested in applying for the position of Member Nominated Director (MND), see page 4 for more information on the role.

2. Support
If you know someone who wants to stand for appointment, see page 6 to find out how you can support their application.

3. Vote
If there is more than one suitable candidate, you will have the opportunity to vote and we will write to you again with details of the voting process.

Make sure you take part in the appointment process.
The successful candidate will directly influence how your pension benefits are managed over the next six years.

“I started my career in Engineering and worked in several departments before joining HR 15 years ago. I have always had an interest in Pensions and was involved from a HR perspective, and decided to stand for the Member Nominated Director (MND) position in 2015. Since being appointed I have undergone trustee training and have enjoyed being part of a supportive trustee board and its various sub committees. I have gained a true understanding of how the pension scheme works and what it is like to be part of the decision making process. I see the MND role as an opportunity for members to gain useful knowledge and experience and to help the Scheme deliver the best outcomes for members.”

Karen Harper, MND
The role of a Member Nominated Director

What does a Member Nominated Director do?

Member Nominated Directors (MNDs) are directors of the trustee company, which is responsible for the running of the BASF UK Group Pension Scheme.

They attend Trustee meetings in Cheadle four times a year and may also become involved in one of the Trustee sub-committees (some of these meetings are held in London). As part of the Trustee board, MNDs are involved in areas such as:

- **Funding and Investment**
- **Governance**
- **Communication**
- **Payment of benefits**

MNDs need to understand the Scheme and their role in the Scheme's administration in order to make informed and proper decisions and be able to safeguard the Scheme. They need to have a good understanding of Scheme documents (such as the Trust Deed and Rules), of pensions and trust law, and of the principles of funding and investment within pension schemes – all this understanding is gained through training and experience.

Thorough preparation is required for all meetings and sometimes the issues to be considered are quite complex. However, decision making is supported by advice from experts, including the Scheme Actuary, legal and investment advisers and pension experts.

**Most importantly, MNDs represent the interests of all members and must always act in members’ best interests.**
What experience is needed for the role?

None. Although relevant experience is helpful – for example in pensions, investment, finance or governance.

Our MNDs are given plenty of support and training to help them undertake their duties effectively. Training programmes are tailored to their individual needs to ensure they have a good understanding of the structure and operation of the BASF UK Group Pension Scheme.

MNDs are expected to attend an initial training course within the first six months of appointment and pass the PMI Award in Pension Trusteeship within the first two years of office. They are also required to complete the Trustee Toolkit on The Pensions Regulator’s website (for this reason, access to the internet is essential) and keep up to date with changing legislation.

Who is eligible to be a Member Nominated Director?

For this election, an active member of the Scheme, who must have been a member for at least two years. We also have a pensioner MND but that position is ongoing.

In certain situations, members may not be eligible to become MNDs – for example, if they are under age 18, if they have been declared bankrupt in the last five years, or if they have been convicted of any offence, or are subject to any criminal proceedings involving dishonesty or deception.

What would I get from the role?

The role of a Trustee Director is a challenging one, with the opportunity to gain new skills, while giving something back. You’d gain knowledge and experience of areas such as finance, investment, governance and legislation. The role requires commitment and dedication, but is hugely rewarding, as it directly influences the lives of Scheme members.

Are Member Nominated Directors paid?

The Company will allow you paid time off to attend meetings. The Company will reimburse reasonable expenses for travel and training for all Trustee Directors.

How long is the term of office?

MNDs are appointed for a six year term of office. At the end of that period, a new appointment process is run and MNDs can stand for re-appointment if they wish to do so.

Where can I get more information?

You can find more information about the role of a trustee on The Pensions Regulator’s website, www.thepensionsregulator.gov.uk (click on the “Trustees” tab).

Full details about eligibility and the appointment process can be found on our website, http://ukpensions.basf.co.uk on the homepage.

If you have any specific questions about being an MND for the BASF UK Group Pension Scheme, you can call the BASF Pension Team on +44 (0)161 488 5704/5659.
How to get involved

To make your voice heard, you can get involved in three ways:

1. Stand

If you want to stand for appointment as a Member Nominated Director, you should:

✓ Check that you meet the eligibility criteria and are able to devote the time required to perform the role.
✓ Complete the application form on the next page and write a short statement about yourself (see form for details).
✓ Be available for interview on either 27th July, 2nd or 9th August 2017.
✓ Obtain the support of two other active or pensioner members of the BASF UK Group Pension Scheme and ask them to complete the required information on your application form.
✓ Send your completed application form to the BASF Pension Team in Cheadle using the details given on the form by 30 June 2017.

2. Support

To support someone who wants to stand for appointment:

✓ Complete the required information on their application form in a timely manner so that they can meet the application deadline (30 June 2017).

3. Vote

All applications will be reviewed by a Selection Committee, who will then hold interviews with candidates. If there is more than one suitable candidate after the Selection Committee completes their review process, you will have the opportunity to vote and we will write to you again with details of the voting process.

See page 5 if you want more information on the appointment process.
Application for the position of Member Nominated Director (MND)

Personal details

Full name

Home address

Date of birth

National Insurance number

Email

BASF location (active members only)

Telephone

Supporters

You must be supported by two other active members of the BASF UK Group Pension Scheme. As evidence of their support, please ask them to complete the details overleaf.

Short statement

Please attach a short statement (maximum of 150 words) giving a brief biography and reasons for your interest in becoming an MND. Your statement could include:

- Details of any experience, knowledge or interest you have in pensions which you think may be beneficial to your application.
- Other relevant experience, such as representing others or the membership of any social or community organisation (e.g. a Local Authority or trade union committee) or trusteeship of a charity.
- Examples of your decision-making or communication skills.

Declaration

I wish to apply for the position of Member Nominated Director (MND) on the Trustee board of the BASF UK Group Pension Scheme.

I confirm I am an active member of the BASF UK Group Pension Scheme.

Signature

Date
Supporters
Please read the following statement and complete your details below to confirm you agree and support the application of:

...for the position of Member Nominated Director (MND) on the Trustee board of the BASF UK Group Pension Scheme.

First supporter
I confirm that I am an active/pensioner* member of the BASF UK Group Pension Scheme, with more than two years’ membership of the Scheme and I am over 18.

*please delete as appropriate

Full name

Date of birth

National Insurance number

Signature

Second supporter
I confirm that I am an active/pensioner* member of the BASF UK Group Pension Scheme, with more than two years’ membership of the Scheme and I am over 18.

*please delete as appropriate

Full name

Date of birth

National Insurance number

Signature

Please submit this completed application form (and your short statement) to arrive by 30 June 2017 to the BASF Pension Team:

Email: julie.godsell@basf.com

Write to: BASF Pension Team
          BASF plc, PO Box 4
          Earl Road, Cheadle
          SK8 6QG

June 2017