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BASF UK Group Pension Scheme Pension Salary Sacrifice (PSS) Contribution Changes



PSS is an efficient way of contributing to the BASF UK Group Pension Scheme.

For detailed information see the Pension Salary Sacrifice factsheet, available on the [Pension Website](#).

Participation in PSS constitutes a change to your terms and conditions of employment in accordance with the Employment Rights Act 1996.

What is my Pension Salary Sacrifice Adjustment?

This is the amount your salary will be reduced by and is equivalent to the regular pension contributions that you would have made had you not participated in PSS.

When can I make a change?

You can make changes to your PSS adjustment between **1 March to 24 March** each year only. Any changes made are effective from the renewal date (1 April).

How do I make a change?

You can make changes to your PSS using the steps below:

- ◆ Log into [Ingenuity](#), the HR self-service
- ◆ From the menu, select **Employment** → **Pension Options**
- ◆ Choose your PSS contribution rate (between 3% and 6%)
- ◆ Choose your Additional Voluntary Contribution (AVC) rate
- ◆ You **must** tick the **declaration**
- ◆ Click **Confirm** for your changes to be accepted

If you have problems accessing Ingenuity, please contact your HR Business Partner.

Changes will take effect from your **April** salary instalment.



What if I want to opt-out of Salary Sacrifice?

You can complete a **Salary Sacrifice Opt-Out Form** on the [Pension Website](#) and return this to HR by **24 March**.

Important Information

Participation in PSS is assessed on an annual basis, the level of your PSS Adjustment must be maintained for the next 12 months, unless you experience a **Lifestyle Event**.

See the **Pension Salary Sacrifice Factsheet** on the [Pension Website](#) for further information.