

BASF UK Group Pension Scheme - BPP & Group DC Sections ("the Scheme") from 1 January 2016

Contribution Changes Form

(for regular member pension contributions / AVCs outside pension salary sacrifice)

Contributions Instruction Please note your total contributions are limited to 70% of your monthly earnings.

You should complete this form if:

- 1 If you have opted out of pension salary sacrifice or have been opted out by your employer and wish to make changes to your regular member pension contributions; or
- 2 You wish to start, change or cease AVC payments outside pension salary sacrifice (see overleaf).

If you participate in pension salary sacrifice and wish to make changes to your pension salary sacrifice adjustment, please refer to the **pension salary sacrifice factsheet 10**.

Your details

Please complete in BLOCK CAPITALS

Title (Dr/Mr/Mrs/Miss/Ms):	Forename(s):
Surname:	National Insurance No:
Date of birth:	BASF Site:
Address:	
Postcode:	Email address:
Mobile Telephone No:	Payroll reference: (shown on your payslip)
Changes effective from (please insert date):	

1	Regular contributions <u>outside</u> pension salary sacrifice	(insert percentage)
	I wish to pay the following percentage of my pensionable salary as a monthly regular member pension contribution (insert total percentage).	<input type="text"/> %
	Investment of these regular contributions	
	These contributions will be invested in your DC Account in line with your existing investment choices for your regular contributions. If you want to change your investment choices, log on to ePA at https://epa.towerswatson.com/accounts/basf with the User ID you received from the Scheme Administrators, Willis Towers Watson and your Password. (For help with logging in, call Willis Towers Watson on 0113 390 7119).	

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Additional Voluntary Contributions (AVCs) outside pension salary sacrifice

a) I wish to make a one off AVC payment of:

£

b) I wish to make regular monthly contributions of:

% of salary*

c) I wish to stop making AVC payments with effect from:

Insert Date

(must be at the the end of a month and at least one month notice is required)

*Note: unless you wish to cease contribution detailed in (c) sooner, your contributions will cease **automatically on the subsequent 31st March****Investment of your one-off AVC**

- **If you already have AVCs invested in your DC Account** - then these AVCs will be invested in line with those existing AVCs. Or, if you want to change your AVC investment choices log on to ePA at <https://epa.towerswatson.com/accounts/basf> to make your changes (for help with logging in, call Willis Towers Watson on 0113 390 7119).
- **If you have never paid AVCs before** please indicate in the investment instruction below, your AVC investment choices. This will apply to this AVC payment and also any AVCs you make in the future although you can change your investment choices at any time on ePA at <https://epa.towerswatson.com/accounts/basf> (for help with logging in, call Willis Towers Watson on 0113 390 7119).

Investment instruction

You can choose **one** of the two investment paths available, LifePlan or FreePlan, by completing either the LifePlan or FreePlan section below:

LifePlan

1

I want to invest the above amount in **LifePlan**
Please tick **one** of the Growth Fund options:

- Adventurous Fund
 Moderate Fund
 Cautious Fund

Please tick **one** of the retirement benefit goals to target:

- Guaranteed income (annuity)
 Flexible income (flexi-access drawdown)
 Cash lump sum

I want a Target Pension Date of:

(Insert date between age 55 – 75)

Please note your chosen Target Pension Date will apply to **all of your LifePlan investments in your DC Account**, not just the payment on this form.

OR

FreePlan

I want to invest the above amount in **FreePlan** as shown below.

Please insert a percentage next to your chosen funds (minimum 10%).

Fund	%
Adventurous Fund	_____
Moderate Fund	_____
Cautious Fund	_____
Ethical Fund	_____
Islamic Fund	_____
Pre-Retirement Annuity Fund	_____
Sterling Liquidity Fund	_____
Total	100%

Note: if you choose to invest in LifePlan, elsewhere you will see it labelled according to the Growth Fund and target benefit you have chosen. For example, if you chose the Adventurous Fund and a Flexible Income, this is the "Adventurous Flexible Income LifePlan". The Investment guide (January 2016) explains the new LifePlan options in detail.

Please complete and sign this form and return it to your site HR Department and keep a copy for your records.

Alternatively, once you have signed the form, you can scan it and email it to: hr.plc@basf.com

Signed:**Date:**

Using the information you provide on this form



Providing your mobile phone number and email address is optional. If you do choose to provide these details, they will be held by the BASF Group, the Trustee and their advisers and only used to provide you with information relating to the BASF UK Group Pension Scheme. Your details will not be passed to any third parties to be used for any other purpose. If, at any time, you wish to stop being sent BASF UK Group Pension Scheme updates via your mobile phone or email, you can request to opt out and we will remove these details from our system. Any information you provide will be held and processed in accordance with the General Data Protection Act Regulation. For further information about how the Trustee will process and use your personal information, please see our Privacy Notice, which can be found at, <http://ukpensions.basf.co.uk>.