



We create chemistry

## BASF UK Group Pension Scheme (the "Scheme") Group & BPP Sections

# Joining the Scheme and Pension Salary Sacrifice

### You should complete this form if you:

- 1 are a new employee being automatically enrolled in the Scheme and wish to choose your pension salary sacrifice adjustment (6% of Pensionable Salary will otherwise apply). You must complete and return this form to your site HR Department prior to commencing your employment; OR
- 2 are an existing employee being automatically enrolled into the Scheme and wish to choose your pension salary sacrifice adjustment (or 6% of Pensionable Salary will otherwise apply). You must complete and return this form to your site HR Department by the date notified to you in your recent Automatic Enrolment Letter from the Company; OR
- 3 are not being automatically enrolled but being eligible to do so, wish to join the Scheme in any event.

### It is also recommended that you complete the following additional forms:

- Investment Instruction form (new members)
- Expression of Wish Form (new members)

### Your details (Please complete in CAPITAL LETTERS)

<b>Title:</b>	<b>Forename:</b>
<b>Surname(s):</b>	<b>Date of birth:</b>
<b>National Insurance no:</b>	<b>Employer:</b>
<b>Mobile telephone number:</b>	<b>Email address:</b>
<b>Address:</b>	<b>BASF site (if applicable)</b>

### Pension Salary Sacrifice

I request that the total level of my pension salary sacrifice adjustment, including any additional pension salary sacrifice, is the following percentage of my Pensionable Salary (please tick one box only).

Your Pension Salary Sacrifice	Standard Employer Contribution	Your selection
3%	4%	<input type="checkbox"/>
4%	6%	<input type="checkbox"/>
5%	8%	<input type="checkbox"/>
6%	10%	<input type="checkbox"/>
Other (please specify) _____%	10%	<input type="checkbox"/>

I understand that this level of pension salary sacrifice adjustment will apply until the following annual renewal date (1 April) or if I wish to change the level having experienced a 'Lifestyle Event'. I confirm that I have read Factsheet 10 - Pension Salary Sacrifice (available on the pension website <http://ukpensions.basf.co.uk>).

## Important notes

- Booklet 1 Getting Started, and Factsheet 10 - Pension Salary Sacrifice provides information about the Scheme and the pension salary sacrifice contribution arrangements. We recommend you read these before completing and submitting this form.
- If you have completed this form in order to join the Scheme, you will be enrolled in the Scheme at the earliest opportunity. Usually, this will be from the 1st day of the following month, after this completed form is received by HR.
- Once you are a member of the Scheme, as explained in the pension salary sacrifice factsheet 10, you will have the opportunity once a year to review and change the level of your *pension salary sacrifice adjustment* immediately prior to 1 April (*annual renewal date*).
- The Scheme is governed by legal documents, known as the Trust Deed and Rules. These alone determine members' benefit entitlements. The Trust Deed and Rules may be varied from time to time and the Company reserves the right to terminate the Scheme.

Signed

Date

**Once you have completed and signed this form, please email it to: [hr.plc@basf.com](mailto:hr.plc@basf.com)**

Alternatively, once you have signed the form, you can send it to:

BASF plc, HR Department  
4th and 5th Floor  
2 Stockport Exchange  
Railway Road  
Stockport  
SK1 3GG

You should also keep a copy for your records.

### 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>.

### TO BE COMPLETED BY THE COMPANY:

Date member's employment commenced:

Member Payroll Group, e.g BPP, CHE etc

Temporary Nomination Form completed: YES / NO