

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

Opt-out of the Scheme Form

You should complete this form if you:

- want to opt out of Pension Saving

You should complete and return the form to the HR department at Cheadle (details overleaf)

Your Details (Please complete in BLOCK CAPITALS)

Title (Dr/Mr/Mrs/Miss/Ms):	Forename(s):
Surname:	National Insurance No:
Date of birth:	Site:
Address:	
Postcode:	
Mobile Telephone No:	Email address:
Reason for Opt-out:	<input type="checkbox"/> Lifetime Allowance Fixed Protection
	<input type="checkbox"/> Other (please specify if possible)

Notice of Withdrawal from the Scheme

I hereby give notice to my employer that I wish to opt out of pension saving through the Scheme.

I understand and accept that:

- if I opt out I understand no more pension contributions will be paid into the Scheme by myself or my employer and, as a result of opting out, I may have a lower income when I retire;
- by opting out (for any reason other than Lifetime Allowance protection), the benefits available to my family and dependants in the event of my death in service, and any cover under the Scheme for ill-health benefits will cease or reduce;
- if I am opting out because of Lifetime Allowance Protection, special conditions apply and I should contact the In-house pension team at Cheadle for more information;
- where this opt out notice is received by the HR Department at Cheadle within one month from the date of my enrolment in the Scheme, I will be treated as not having joined the Scheme on this occasion. In any other case, my membership of the Scheme will end on the last day of the month in which this notice is received by the Cheadle HR Department;
- I will be automatically enrolled in the Scheme again next 1 April (excluding those opting out for Lifetime Allowance protection), although I will be able to opt out again if I wish to do so by completing another 'Opt-out of the Scheme' form. If I re-join the Scheme at any time, the applicable contributions and benefits will be the same as a new employee.

Member's Signature:		Date:	
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What you need to know

- Your employer cannot ask you or force you to opt out.
- If you are asked or forced to opt out, you can tell The Pensions Regulator - see: www.thepensionsregulator.gov.uk
- If you change your mind, you may be able to opt back in - write to your employer if you want to do this.
- If you stay opted out, your employer will normally put you back into pension saving within a maximum period of three years.
- If you change your job, your new employer will normally put you back into pension saving straight away.
- If you have another job, your other employer might also put you into pension saving, now or in the future. This notice only allows you to opt out of pension saving with the employer you name overleaf. A separate notice must be filled out and given to any other employer you work for, if you wish to opt out of that employer's pension saving as well.
- If you have opted out because of the Lifetime Allowance fixed protection you should discuss this with a member of the Pension Team at Cheadle on: 0161 488 5417 (Pam Taylor) or 0161 488 5704 (Lynne Rawcliffe)

Once you have completed this form, you will need to return it to:

**BASF plc, HR Department,
PO Box 4, Earl Road,
Cheadle Hulme, Cheshire,
SK8 6QG**

Alternatively, once you have **signed the form**, you **can scan** it and email it to:

hr.plc@basf.com

Your email must include a statement that you are personally submitting the form(s).

If you have opted out because of the Lifetime Allowance fixed protection, then you also need to send a copy of this form to:

 lynne.rawcliffe@basf.com or pamela.taylor@basf.com

Or by post to the Cheadle address above.

You should also keep a copy of the form for your records.

If you opt-out, it is recommended that you also complete a Nomination form so the Scheme Trustee knows to whom you would like any lump sum to be paid to on death in service. This form is available on the pension website <http://ukpensions.basf.co.uk>.

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>.

