



We create chemistry

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

# Pension Salary Sacrifice

*Lifestyle event - change level of pension salary sacrifice adjustment form Form PSS1*

### Personal details

Please complete the following boxes in BLOCK CAPITALS

<b>Title (Dr/Mr/Mrs/Miss/Ms):</b>	<b>Forename(s):</b>
<b>Surname:</b>	<b>National Insurance No:</b>
<b>Date of birth:</b>	<b>Site:</b>
<b>Address:</b>	
<b>Postcode:</b>	<b>Payroll reference:</b> (shown on your payslip)

As explained in the pension salary sacrifice factsheet 10, if you experience a *lifestyle event* you may, at the Company's discretion, opt in or out of pension salary sacrifice.

### **Lifestyle events include:**

- marriage or civil partnership
- birth or adoption of a child
- notification of pregnancy
- notification of maternity/adoption/*additional paternity* leave or commencement of or return from maternity/adoption/*additional paternity* leave
- divorce/legal separation/dissolution of civil partnership
- death/serious illness of a partner, dependant or primary childcarer
- redundancy or involuntary loss of job of partner
- commencement of, or return from, unpaid leave
- a significant change in hours (minimum of 10%)
- a significant change in *pre-sacrifice salary* (minimum of 10%)
- reaching *State Pension age*
- taking, or ceasing to have, a place with a registered childcarer
- commencement of or return from receipt of Ill Health Income Protection (IHIP)
- a relevant change in pension legislation such as a reduction or increase in the Annual Allowance
- other reasonable circumstances that may be approved by your employer on request.

Other, please specify (the Company will need to authorise) .....

### Alter the level of your pension *salary sacrifice adjustment*

"I confirm that I have experienced one of the above *lifestyle events* and request that the level of my *pension salary sacrifice adjustment* is changed to the following percentage of my *pensionable salary* (please enter the required percentage).

 %

I understand that this level of *pension salary sacrifice adjustment* will apply until the *annual renewal date* (1 April each year) or when I experience a further *lifestyle event*. I confirm that I have read the pension salary sacrifice factsheet 10 and understand that this is a **change to my terms and conditions of employment**".

**Please sign and return this form to the HR Department at Cheadle and keep a copy for your records.**

*Please note that by completing this form you are agreeing to a **change to your terms and conditions of employment**, which will take effect from the 1st day of the next pay period after the Company has received and processed this form.*

**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

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

**Signed:**

**Date:**

Add any additional notes or comments here

**Authorisation by Company (if required):**

**Date:**

