



The Pension Portal is a secure online service that allows you to view and manage your DC Account.

You can access the Portal via www.buckhrsolutions.co.uk/basf and log in or follow the instructions to register if you are a new user.

The table below shows the functionality of the Portal, including actions that are specific to active, deferred, and pensioner members.



Portal Function	Active	Deferred	Pensioner
View & update your contact details	✓	✓	✓
View recent annual benefit statements	✓	✓	✓
View & update your death benefit nominations	✓	✓	✓
View your current DC Account value	✓	✓	✗
View & update your DC investment choices	✓	✓	✗
View DC investment performance	✓	✓	✓
View your DC contribution history	✓	✓	✓
Use the Retirement Modeller to:			
Your estimated DC Account at your Target Pension Date	✓	✓	✗
Your potential benefits at retirement	✓	✓	✗
The effect of changing your contributions	✓	✗	✗
The effect of changing your Target Pension Date	✓	✓	✗
The effect of choosing different investments on your fund	✓	✓	✗
An indicative transfer value for your DC Account	✓	✓	✗
An indicative transfer value for your DB pension	✗	✓	✗
Manage your communication preferences	✓	✓	✓
View & update your bank details	✗	✗	✓
View your pension payslips	✗	✗	✓

Updating your Personal Details

Active employees should make changes to personal details via [Ingenuity](#)

If you are no longer employed by BASF, you can update your personal details online by following the steps below:

- ◆ Select **Personal Details** from the **See** menu
- ◆ Click **Edit**,
- ◆ Make any changes you need
- ◆ Click **Confirm** to submit your changes

Some data cannot be changed online. If non-editable data requires change, contact the [Scheme Administrator](#) directly.



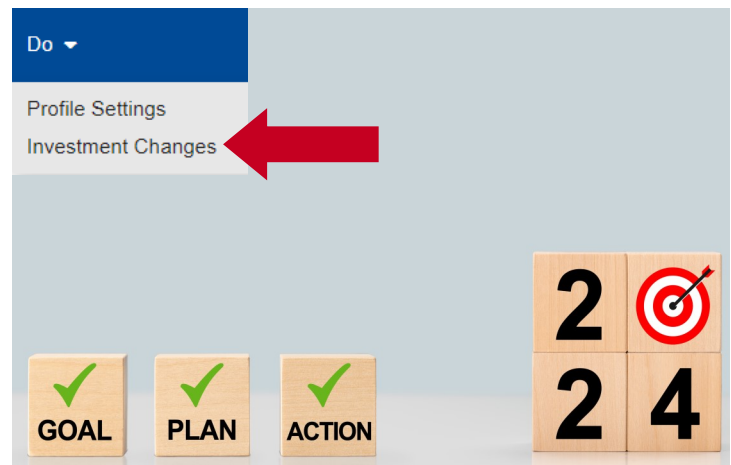
Updating your Target Retirement Date (TRD)

If you invest in a LifePlan, your DC Account will gradually move your investments as you approach your TRD.

The Scheme Administrator also uses your TRD to project your DC Account in your annual benefit statement.

To update your TRD:

- ◆ Select **Investment Changes** from the **Do** menu
- ◆ Click the "radio" button, followed by **Continue**
- ◆ Enter your new TRD and click **Continue**



Updating your nominated beneficiaries

Depending on your benefits in the Scheme, the Trustee may have to decide who should receive any benefits due on your death.

Whilst the decision ultimately rests with the Trustee, they will normally consider your wishes in their decision.

It's really important that your beneficiary information is kept up to date.

You can view or change your nominated beneficiaries by following the steps below:

- ◆ Select **Expression of Wish** from the **See** menu
- ◆ Make any changes and click **save**

BASF UK Group Pension Scheme Pension Portal – changing your investments



You can amend your existing and future investment strategy on the Pension Portal.

Log into the Pension Portal, select **Investment Changes** from the **Do** menu.

You can then choose to either change your entire strategy or just your investments in a specific stream, such as your transfer-In or Bonus.

LifePlan

If you are either already investing in a LifePlan or wish to start, you can choose any of the **nine** available LifePlan strategies.

LifePlans are structured investment pathways that gradually move your investments to lower risk funds as you approach your Target Retirement Date (TRD).

FreePlan

You can choose to invest your DC Account in any (or all) of the fund range available. You will select what proportion of each fund is used. If you already invest in FreePlan, you can either choose to re-balance your existing investments or choose to direct future contributions only.

It is important to remember that your investments will not automatically move as you approach your TRD. If you invest in FreePlan it is recommended that you regularly monitor your DC Account.



Predicting the Future...

Whilst it's not possible to accurately predict what will happen to your investments in the future, you can use the **Retirement Modeller** which uses assumptions to help your plan for retirement.

You can also use the modeller to model the impact of:

- ◆ Increasing or decreasing Additional Voluntary Contributions (AVCs)
- ◆ Changing your contribution rate
- ◆ Changing your TRD
- ◆ Changing your investment strategy

Retirement Modeller


View your retirement options

To help you understand how to use the modeller, you can watch a demonstration video by clicking on the YouTube icon.



Where can I get help

If you have any questions about your pension benefits, you should contact the Scheme Administrator in the first instance.

 BASF
Buck (Bristol)
PO Box 319
Mitcheldean
GL14 9BF

 BASF@buck.com

 **0330 123 0647**

 www.buckhrsolutions.co.uk/basf

