

## BASF UK Group Pension Scheme Auto-Enrolment Process

### What is Auto-Enrolment?

The Government introduced legislation requiring all employers to enrol their employees into an automatic enrolment pension scheme if they're not already contributing to a qualifying pension scheme. This is known as Automatic Enrolment.

If you are not a current active member, you will automatically join (or re-join) the Scheme at the next renewal date (1 April), and pension contributions will be deducted from your monthly salary.

Even if you have previously opted-out, you must opt-out again by completing an **Opt-Out Form**.



### What do I need to do?

If you want to be in the Scheme, you don't need to do anything, you will be automatically included in the Scheme on the annual renewal date (1 April).

If you do not want to join the Scheme, you should complete an **Opt-Out Form**. If you are an employee of BASF Metals Limited, please complete a **BML Opt-Out Form**.

If your completed Opt-Out Form is received by the HR department:

- ◆ Between **1 April** and **10 April** (it cannot be accepted before 1 April) you will be removed from the Scheme and no contributions will be deducted from your April pay.
- ◆ Between **11 April** and **30 April** You will be removed from the Scheme, and you will be treated as not having become a member on this occasion. Any contribution deducted from your April pay will be refunded to you through payroll with your May pay.
- ◆ After **30 April** Your pension savings will remain invested in the Scheme until you access them to provide an income or transfer them to another pension arrangement.



### How much will I have to pay?

You will participate in Pension Salary Sacrifice with a contribution of 6% of your pensionable salary.

You can decide to pay more (or less), either by completing a **New Joiner Form** (available on the **Pension Website**), or electing to change your contributions during the annual change window (via **Ingenuity**).

In Ingenuity, you can make any changes by accessing the Pension Options page, found under the Employment tab. If you have problems accessing Ingenuity, please contact your local HR Team.

### How will my money be invested?

Any contributions will be invested in the **Moderate Flexible Income LifePlan**, with a target retirement age of 65.

You can elect to invest in alternative funds by completing an Investment Instruction Form (available on the **Pension Website**). Once your online account has been created, you can choose to switch your current or future investments at any time via the Pension Portal.

### Important Information

As a Scheme member, participation in Pension Salary Sacrifice is on an annual basis so the level of your contributions must be maintained for the next 12 months, unless you experience a lifestyle event (see the Pension Salary Sacrifice Factsheet for further information).