

Defined Benefit (DB) pension schemes

Application to change Additional Voluntary Contributions ('AVCs')

Please complete this form if you are an active member of one of the following **BAE Systems UK Defined Benefit (DB) pension schemes** and wish to either start, increase, decrease or cancel your AVC.

- BAE Systems Pension Scheme (Levels 125, 167, 187 and 200 Benefits; Aircrew pre 2003 joiners Benefits; Level 100+ Benefits; Passport Benefits; SIPS - VSEL, Portsmouth and Fleet Support Benefits; Alvis Benefits and 2000 Plan Benefits)
- Royal Ordnance Pension Scheme (1984 Section and Crown Section)

Please note the Mercer Master Trust (**'MMT'**) **BAE Systems Additional Retirement Savings Plan ('BAESARSP')** is a completely separate pension arrangement to the schemes listed above, but this arrangement has been available to those scheme members in Pensionable Service since 1 July 2023 for AVC payments.

If you are a member of the BAE Systems Pension Scheme - 2000 Plan Benefits you can have your AVC invested in the Selected Benefits Scheme (SBS) and/or with the BAESARSP and the attached form allows you to select this additional option if you wish.

This change form **should not** be completed if:

- You are a member employed by MBDA or Airbus. If you are employed by MBDA you should make your request via the Launchpad benefits portal. If you are employed by Airbus you should make your application on the separate form for MMT - BAE Systems Additional Retirement Savings Plan for Airbus members (BAESRSPAB).
- If you are a member of the MMT - BAE Systems Retirement Savings Plan (the BAE Systems defined contribution scheme) you should make your request via the BAE Systems Employee Service Centre (search 'Changing your pension contributions in the MMT BAESRSP'). Visit www.baesystems.com/pensions (Defined Contribution) for more details.

You are free to save as much as you like in the BAESARSP through AVCs. The more contributions you pay to the BAESARSP, the more savings you are likely to have when you come to retire. However it

is important to note that the Government sets limits on the value of the pension savings you can build tax efficiently in any tax year known as the 'Annual Allowance'.

For most members you'll have an Annual Allowance of £60,000. If you find yourself with an 'adjusted income' which includes personal sources of income such as investment income or buy-to-let property, together with pay from your employer(s) and any pension income, of £260,000 or more your Annual Allowance will be reduced. If you have flexibly assessed pension benefits in other arrangements, for example using a drawdown arrangement, you will permanently have an Annual Allowance of £10,000.

You can find out more about the Annual Allowance at gov.uk/tax-on-your-private-pension and via the 'Triggering the Annual Allowance' pension guide. You may also wish to take Independent Financial Advice. Full details about how you can access free financial guidance and what to consider before appointing an Independent Financial Adviser can be found in a separate Independent Financial Advice pension guide. These pension guides can be found at: baesystems.com/en-pensions/more-info/pension-guides.

By completing and returning this form you are giving payroll the authority to deduct pension contributions from your salary (please see the end of form for return information). Any change will be effected as soon as possible but any change instruction could take up to two months to take effect, depending on the date the instruction is received.

Please note that the AVC applications are collated and sent to payroll on a monthly basis on or around 19th of each month. Where the 19th falls on a weekend the previous Friday will be the cut-off date. Therefore if you complete and return your application by the middle of the month, your change will take effect on your next months salary.

Member information			
Surname		Forename(s)	
Title		Date of birth	
Contact telephone number		National Insurance number*	
GCI Number*		Pay Group*	
Email address			

*For BAE Systems employees, these identifiers can all be found on your BAE Systems payslip or on Success Factors. Your Pay Group is 3 characters long and can be found on Success Factors under 'Job Information' or in the bottom left corner of your payslip. Examples: 01T, 093, 203, 004. If you are employed by RBSL there is no need to fill in the GCI box but please add your Pay Group as 224.

Section 1: To start paying, amend or stop paying regular AVCs

AVCs are deducted from your salary each pay period and, in aggregate with your Member Contributions, must not be greater than your total earnings. Please indicate below the new amount you would like to pay, either as a cash amount (minimum £1) or a percentage (minimum 1%) of your earnings. Write 'Yes' under (c) if you would like to stop paying regular AVCs.

Please choose ONE option below if you could like to change your <u>regular</u> AVCs	Answer (£ / % / Yes)
(a) I wish to pay a regular amount of £ (whole pounds) from my salary per pay period or	£
(b) I wish to pay % (whole percentage) of my salary per pay period or	%
(c) I currently pay AVCs and would like to stop	

Section 2: To make a one-off AVC payment

If you are paying regular AVCs, this one-off payment will be made in addition to your regular AVCs, and the total of these in aggregate with your Member Contributions must not be greater than your total earnings in the pay period. Please indicate below the amount you would like to pay, either as a cash amount (minimum £1) or a percentage (minimum 1%) of your earnings.

Please indicate ONE choice below if you could like to make a one-off AVC payment	Answer (£ / %)
(a) I wish to make a one-off payment of £ (whole pounds) from my salary in the next available pay period or	£
(b) I wish to make a one-off payment as a % (whole percentage) of my salary from my next available pay period	%

Section 3: Investment Choices

If you currently pay AVCs, your contributions notified through the completion of this form will be invested in line with your current AVC investment instruction. If you are a member starting AVCs for the first time, your AVCs will be invested under the Mercer Master Trust default investment option, which is the Mercer SmartPath – The SW Mercer Target Cash Retirement Fund.

You can choose from a range of investment funds selected by Mercer on behalf of the Mercer Master Trust Trustees (Trustees). There are three lifestyle strategies which are known as the Mercer SmartPath strategies which as you draw closer to your Selected Retirement Age (the age you are due to start taking your BAESARSP benefits), your investments are moved to assets that carry lower risk and reflect the way you wish to take your savings. If you prefer to make your own investment choices, you can choose from the self-select range of funds.

Your investment options are summarised in the investment guide held on the Scottish Widows website (www.scottishwidows.co.uk/save/baesarsp), where you will be able to follow links to factsheets for all of the available funds. You will be able to change your Selected Retirement Age and investment options online through the Mercer Master Trust administrator's website, Money4Life. You can access the relevant page via www.mercermoney.com.

BAE Systems Pension Scheme – 2000 Plan Benefit members only

If you are a member of the BAE Systems Pension Scheme - 2000 Plan Benefits you can have your AVC invested in the Selected Benefits Scheme (SBS) and/or with the BAESARSP. Please note, if you require further information in relation to the SBS, please refer to the SBS booklet at: www.baesystems.com/en-pensions/member-booklets. If you wish for your AVC to be invested in the SBS, please place an 'X' in box below. If you wish for a proportion of your AVC to be paid into the SBS in addition to the BAESARSP please confirm the additional details in the space provided.

Selected Benefits Scheme

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If you wish for a proportion to be paid into the BAESARSP and the SBS please confirm details/proportion here:

Section 4: Declaration

I understand that my instructions will be effective from the start of the next pay cycle. Where I have indicated that I wish to pay AVCs or make a one-off AVC payment, I authorise the Company to make the deduction from my earnings and for the Trustees to invest the contributions into the BAESARSP (or SBS if indicated above, option for BAE Systems Pension Scheme – 2000 Plan Benefit members only).

Signed:

Date:

Please complete and email the form from your **work email address** to:

- BAE Systems employees - AVCchangeform@baesystems.com
- RBSL employees - rbslpayroll@rbsl.com

In this way an electronic form and signature (typed or scanned) can be accepted. If you do not have the functionality to edit this PDF form, please save the form to your computer, then right click on the saved form and select 'open with Word'. Please then complete the word version of the form in line with the above.

If you do not have a work email address or wish to send a hard copy, please complete and send by post to:

Trustee and Member Services, BAE Systems plc, Victory Point, Frimley, Camberley, Surrey, GU16 7EX

BAE Systems may process information about you that may be subject to data protection laws. For more information about how we use and protect your personal information and your rights, please refer to our Privacy Notice at www.baesystems.com/en/privacy. Please ensure you only submit information to BAE Systems that is relevant and necessary. In particular, please be mindful not to unnecessarily disclose personal information about either yourself or others which would be deemed sensitive, such as information pertaining to physical or mental health or financial information.