

Pension Opt-in form. RNLI's UK Group Personal Pension Plan

Most people will join the RNLI's UK Group Personal Pension Plan automatically, without completing this form. However, if you are in the following categories and if you wish to join the pension scheme, you will need to complete this opt-in form:

Age	Earnings
If you are under 22 years of age	Any level of earnings
If you are over your State Pension Age	Any level of earnings
If you are 22 or older and under State Pension Age	If your earnings are less than £833 a month (before tax deductions)

Please see the Member Handbook for full details of the Plan:

<https://rnlipensions.org.uk/documents/rnli-gpp-member-handbook.pdf>

- By completing this form, you will be opting into or joining the RNLI's Group Personal Pension Plan.
- The Plan is administered by Aviva. The Plan number is F67299.
- You still have the right to change your mind and leave the Plan at any point. Aviva will provide you with details of your right to change your mind when you opt in-to the Plan.
- In the month you join the Plan, you contribute 2% and the RNLI contributes 6% of your basic salary.
- If you want to increase your contribution **after** you have opted-in/joined, please complete a Pension Upgrade form: <https://rnlipensions.org.uk/documents/pension-upgrade-form.pdf>
- Aviva will use the information provided (as well as information relating to any existing policy you have with Aviva) for administration, underwriting, claims research and statistical purposes and may pass information to reinsurers and any agency appointed by Aviva for these purposes. (These agencies may be located in countries outside of the UK and may not have the laws to protect information.) Aviva will remain responsible for making sure this information is held securely.
- Aviva may also pass your information to third parties for the prevention of crime or the detection of fraud, enabling assets to be rightfully claimed or where required by law or regulation.
- You should speak to a Financial Adviser if you are unsure whether pension saving is right for you. If you don't have an adviser, see <https://www.fca.org.uk/consumers/finding-adviser>. Note that an adviser may charge for advice.
- You need to update Aviva if you change home address. www.aviva.co.uk/myworkplace

Your information, declaration and consent (please use BLOCK CAPITALS):

Your first name and surname	
Your date of birth (dd/mm/yyyy)	
Your RNLI email address	
If you do not have an RNLI email, add your personal email address	
Your home address	Postcode:

Please turn over

Continuation. Pension Opt-in form. RNLI's UK Group Personal Pension Plan

Your declaration and consent:

1. I want to start pension saving in the RNLI's Plan with Aviva.
2. I understand that my employer will opt me into or join me into the Plan in the next available pay period.
3. I understand that once enrolled, I will have the option to opt out of the pension scheme or cease contributions if I change my mind.

Your signature	
Your printed name	
Date	

Please return your completed form to Pensions@rnli.org.uk for processing. You will receive an email from the Pension Administration Manager to confirm the date that you will be joining the pension scheme, which will be in the next available pay period. If you want to post your form:

Pension Administration Manager, RNLI, West Quay Road, Poole, BH15 1HZ

For People Admin's use, when processing:

- Send a copy of the form to Payroll for processing and confirm whether the person needs to join R22 (employee) or R24 (volunteer) section.
- Email the employee to confirm the date that they will join the pension scheme (based on payroll cut-off dates and the date the form is received).
- Send a copy of the form to the Pension Administration Manager – to file for Pension Regulator records.
- Add a copy of the form to the employee's personnel file (Reward/Pensions folder).

For Payroll's use, when processing:

- Check which section of the Plan is relevant section, as indicated by People Admin.
- Update the AX record to opt the person into the next available pay period.
- Check that the details appear on the relevant month's new joiner report for Aviva.