

## APPLICATION AND CHANGE FORM

Complete this form if:

- you would like to start paying Additional Voluntary Contributions (AVCs)
- or
- you are already paying AVCs and would like to amend the amount you pay or change your investment options.

Name	Date of birth
Payroll Number	Employer

### I would like to pay AVCs or amend my current AVC rate:

The maximum you can pay is 100% of your salary and this includes your regular pension contributions. You can elect to pay a fixed amount of AVCs, or a percentage of your salary (rate).

Please deduct the following amount of AVCs from my pay:

Enter the AVC amount or rate you would like to pay	£		or		%
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Weekly



Four weekly



Monthly



If you would like to stop paying AVCs completely, please tick this box and sign the form on page 3



### I would like to pay a one off AVC lump sum:

One off AVC Amount	£		to be deducted on	
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Payroll will deduct the lump sum from your salary on the pay date noted above.

### Investments

Please tell us where you would like these contributions invested by completing the pages overleaf.

If you are already paying AVCs and would like to change where these are invested, you can do this by completing the form overleaf.

In **all** cases, please ensure you sign the form on page 3.

I currently pay AVCs and do not want to change my investments	<input checked="" type="checkbox"/>	Please sign and date the form on page 3
I currently pay AVCs and I want to change my investments	<input checked="" type="checkbox"/>	Please select funds on page 2 then sign and date the form on page 3
I don't currently pay AVCs	<input checked="" type="checkbox"/>	Please select funds on page 2 then sign and date the form on page 3

- You can invest some or all of your AVCs in the Target Date Fund linked to the Scheme Target Retirement Age of 65; or
- Change your Target Retirement Age from the Scheme's default of 65 to select an alternative Target Date Fund; and/or
- Invest in Tiers 2, 3 and/or 4

If you are using this form to apply to start paying AVCs, please populate the boxes under 'Future AVCs'.

If you are already an AVC payer and would like to amend your investment options, please specify if this is for future AVCs, historic AVCs you have already built up, or both.

## Tier 1: Target Date Funds

Please tick the box if you would like some or all of your AVCs to be invested in the Target Date Fund linked to age 65



Or

If you don't want to retire at age 65 and want to invest in a different Target Date Fund, please let us know an alternative age here (please note the minimum pension age is 55, increasing to 57 from 6 April 2028)

yrs

	Historic & Future AVCs	Historic AVCs	Future AVCs
TOTAL ALLOCATION IN TIER 1	%	%	%

## Tier 2: Diversified growth/multi-asset investment funds

Please fill in this section if you would like some or all of your AVCs invested in these funds:

AB Dynamic Diversified Beta	%	%	%
Schroder Life Intermediated Diversified Growth Fund	%	%	%
Storebrand Global ESG Plus Lux Fund	%	%	%
TOTAL ALLOCATION IN TIER 2	%	%	%

## Tier 3: Single asset funds

Please fill in this box if you would like some or all of your AVCs invested in these funds:

### Equities

Artemis SmartGARP Global Equity Fund	%	%	%
Liontrust European Dynamic Fund	%	%	%
LGIM Asia Pacific (ex-Japan) Developed Equity Index Fund	%	%	%
LGIM Europe (ex-UK) Equity Index Fund	%	%	%
LGIM Japan Equity Index Fund	%	%	%
LGIM North American Equity Index Fund	%	%	%
LGIM UK Equity Index Fund	%	%	%
MFS Meridian Global Equity Institutional Fund	%	%	%



Bonds	Historic & Future AVCs	Historic AVCs	Future AVCs
abrdn Sterling Corporate Bond Fund	%	%	%
AB Global Plus Fixed Income Fund	%	%	%
Aquila Connect Over 15 Year Corporate Bond Fund	%		

#### Alternatives

BlackRock Institutional Sterling Liquidity Fund	%	%	%
LGIM Global Real Estate Equity Index Fund	%	%	%
Ninety One Emerging Markets Local Currency Debt Fund	%	%	%
Schroder Global Emerging Markets Fund	%	%	%
<b>TOTAL ALLOCATION IN TIER 3</b>	<b>%</b>	<b>%</b>	<b>%</b>

#### Tier 4: Alternatives

Visit [www.abfpensions.com/dc](http://www.abfpensions.com/dc) to see the full list of funds available.

Please fill in this section listing the funds you would like your AVCs to be invested in:

Fund Name	%	%	%
Fund Name	%	%	%
Fund Name	%	%	%
Fund Name	%	%	%
Fund Name	%	%	%
Fund Name	%	%	%
Fund Name	%	%	%
Fund Name	%	%	%
<b>TOTAL ALLOCATION IN TIER 4</b>	<b>%</b>	<b>%</b>	<b>%</b>

**Remember: Your total allocation from Tiers 1, 2, 3 and 4 must equal 100%**

To help the Group Pensions Department keep their records up to date and contact you if needed, please supply an email address and/or telephone number you wish to share for this purpose

Email:

Phone number:

Signature

Date

Once completed and signed, please send this form to your **Payroll Department** to set up the deductions.

- Important notes:**
- The AVC change will be made as soon as possible.
  - The standard Annual Allowance (AA) is currently set at £60,000, however your personal AA will be lower if you are subject to the Tapered Annual Allowance or Money Purchase Annual Allowance. The AA is the maximum amount of pension savings that a member can build up in any one tax year without a tax charge being levied. Further information can be found on our website at [www.abfpensions.com/dc/taxation](http://www.abfpensions.com/dc/taxation).

**Note to Payroll Department:** please forward to Group Pensions Department as soon as possible