

What is Auto Enrolment?

To help all of us to save for our retirement, automatic enrolment has been introduced by the Government and is being rolled out throughout the UK. This means employers are enrolling their employees into a workplace pension as an easy way to help them start saving for the future.

What does it mean for me?

We must automatically enrol any of our employees who meet all of the following criteria:

- Earn over £10,000 per year (£833 per month, £768 every 4 weeks or £192 per week).
- Are aged 22 or over.
- Are under State Pension Age.

These figures are correct for the 2020/2021 tax year.

When will this happen?

The law allows us to postpone assessment for automatic enrolment for up to 3 months. You will be automatically enrolled into the Scheme if you meet the criteria at the end of this 3 month period. If this happens we will contact you in writing. You are free to join the Scheme before this date, or at any time in the future.

If you want to join, you can do this by contacting Group Pensions on **0800 090 2267**.

How much do I pay?

When you are first put into the Scheme, you'll start off at the minimum contribution rate, which is 4%, and we will also pay in 4%. You can also save more by increasing your contribution to 7% or 10%, and we will match your contribution up to 10%, so you could be saving as much as 20% of your salary into your pension account.

But how much does it actually cost me?

We take your contributions from your salary, before we calculate how much tax you need to pay. So you pay less tax as it's calculated on a lower salary. Here's a simple example below for someone who pays tax at 20%:

Ben's annual earnings are	£18,000
So his monthly earnings are	£1,500
His contribution at 4% (before tax relief) is	£60
Plus our contribution of 4%	£60
The total contribution that goes into Ben's pension account is	£120
But, the real cost to Ben, taking into account his tax relief is	£48 (£60-£12)

So Ben only pays £48 from his salary, but £120 goes into his pension account.

Can I join even if I won't be automatically enrolled?

Yes. As long as you're aged between 16 and 75 you are able to join the Scheme at any time, and we will start contributing from the time you join. We are going further than the law requires and will gladly make a contribution for everyone we employ, even if you earn less than the amount needed to qualify for an employer's contribution under the automatic enrolment rules. If you want to join, you can do this by calling Group Pensions on **0800 090 2267**.

Communications from Group Pensions

All communications from Group Pensions are sent electronically. This includes communications sent on behalf of your employer regarding Auto Enrolment.

Please ensure that you add our email address noreply.pensions@abfoods.com to your email account contacts / safe senders list to prevent important emails going into your spam/junk folders.

It is also important to keep your details up to date with your employer to ensure that you receive communications about your pension promptly.

Where can I find more information about the Scheme?

You can find lots of information about the Scheme on our website at www.abfpensions.com, including:

- Where can I invest my contributions?
- Can I transfer other old pensions into this pension account?
- What happens if I leave the company?
- What happens when I retire?
- What happens if I die?

What if I don't want to join the Scheme?

If you don't want to join the Scheme, you will need to 'opt out'. You can opt out at any time and if you have been in the Scheme for less than 30 days, in the majority of cases, you will receive a refund of your contributions.

You can opt out online or by phone, Group Pensions will include instructions on how to do this in your joiner email or letter. If you want to opt out before you receive your joiner email, please call the team on 0800 090 2267. Please see our website for a list of the information that you will need to have to hand when you call, www.abfpensions.com/846/opting-out. If you do opt out, then you won't receive the contributions from us and you also won't be covered for Death in Service lump sum benefits.

If I do opt out, can I change my mind in the future?

Yes, you can ask to re-join the Scheme at any time. You can do this by contacting Group Pensions on **0800 090 2267**.

If I opt out, what happens after that?

Anyone who opts out or stops making contributions will be automatically enrolled back into the Scheme at a later date, if they meet the Auto Enrolment criteria; this normally takes place every three years. The Government has set up Automatic Enrolment in this way as your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens and you can opt out again if it's still not right for you.

Are you affected by the April 2016 tax changes?

The assessment of your benefits against the Annual Allowance changed in April 2016, you will find information on the changes and tools to help you assess if you may be affected on our website at www.abfpensions.com.

Please see below the standard Lifetime Allowance increases:

Retirement date	Lifetime Allowance
6 April 2018 to 5 April 2019	£1.03 million
6 April 2019 to 5 April 2020	£1.055 million
6 April 2020 to 5 April 2021	£1.0731 million
From 6 April 2021	To be confirmed*

* Changes to the Standard Lifetime Allowance are announced by the Government in the Budget each year.

If you are affected by either the change in Annual Allowance or are restricted by the Lifetime Allowance, please contact Group Pensions to discuss your options. If you already have HMRC Protection in place, please contact Group Pensions immediately.

Personal data processing

Your personal data and the personal data of your relatives, dependants and nominated beneficiaries is processed by the following parties as data controllers:

- Associated British Foods Pension Trustees Limited (in relation to the Associated British Foods Pension Scheme); and
- in some cases, the Trustees of the Weston Provident Fund, a charitable fund that operates and administers charitable grants which some members may be eligible to receive.

Information about how these data controllers process your personal data, and your rights in respect of your personal data (including the right to object in certain circumstances), is provided in the following privacy notice:

www.abfpensions.com/dataprotection. You must provide this notice to your relatives, dependants and nominated beneficiaries if you are providing their personal data.

Where can I find out more?

- You can get more information about the Scheme at www.abfpensions.com.
- You can get more information about automatic enrolment at www.gov.uk/workplacepensions.
- If you have questions about the Scheme/Auto Enrolment, you can email us at DCPensionAdmin@abfoods.com.
- You can also call Group Pensions on **0800 090 2267**.