

WELCOME!

You are a member of the Defined Benefit (DB) Section in the Associated British Foods Pension Scheme (the Scheme).

At ABF we like to think of pension planning as a journey. The destination might seem a long way off, or it might be just around the corner. Either way, you need to prepare properly to make sure that you aren't disappointed when you get there.

The Scheme provides retirement and death benefits for its members and their families and this guide is designed to help you. There is also a lot of additional information available on the Scheme's website.

Have a read through, and if you have any questions, please get in touch with your local HR or Payroll Department, or contact Group Pensions using the details below.

Welcome to the Associated British Foods Pension Scheme

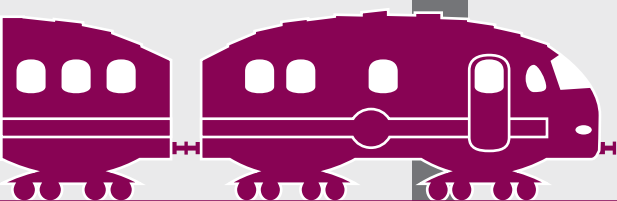
Website: www.abfpensions.com/db

Helpline: **0800 090 2267** (free to call from a UK landline or mobile)
or **+44 (0)20 7636 8111** if you are calling from abroad

The team are available Monday to Friday, from 9am to 5pm.

Email: Pensions.Admin@abfoods.com

Address: **Group Pensions, 50 – 51 Russell Square, London, WC1B 4JU**



WHAT YOU NEED TO KNOW

Lots of people think pensions are complicated, but if you understand the basics then planning for your future and investing in a pension is not as scary as you may think.



Quite simply, the Scheme works like this:

The DB section of the Scheme provides a Defined Benefit pension. This means you and the Company both contribute to your pension. The Company will also make sure you are paid a certain level of income when you retire.

Your pension is calculated as a percentage of your salary for each year and month that you have been contributing to the Scheme. The length of time that you have been in the Scheme is called your **Pensionable Service** and the salary used is called your **Final Pensionable Earnings**, which are your earnings close to retirement. Please see the **Useful Definitions** page at the end of the booklet for a more detailed explanation of these terms.

Any pension that you accrued prior to April 2016 was converted to a percentage of your Final Pensionable Earnings (called the Past Service Percentage). From April 2016, you accrue your pension at a rate of 1/60th of your Final Pensionable Earnings for each year (and month) of your Pensionable Service, less 1/60th of the **Lower Earnings Limit** (unless you have previously elected for a **Reduced Accrual** rate).

You will pay contributions at a rate of 10% of your **Contribution Earnings** and the Company pays the balance of the cost of providing the benefits from the Scheme. As your pension is calculated by using your Pensionable Service and Final Pensionable Earnings, the amount of income you receive on retirement is not linked to what you pay in contributions.

The Normal Retirement Age for all members is age 65. You can apply to take your benefits at any age from age 55, but your pension will be reduced as it will be paid for longer.

When you retire, you will receive a pension for the rest of your life. If you die in retirement, then your spouse or civil partner will receive a pension for the rest of their life. Please see the Retirement Section for more information.



HOW MUCH DO I PAY?

Your pension contributions and those made by the Company are paid into a Trust Fund, which is invested by independent investment managers appointed by the Trustee. Please see the Useful Definitions page at the end of this booklet for a more detailed explanation of the terms we use in this section.

What do I pay?

Members (other than 'reduced accrual' members) pay 10% of their Contribution Earnings over the Lower Earnings Limit (LEL). Contributions are deducted from your earnings before income tax is assessed, which means that you receive full tax relief on your contributions.

So for example....

If your Contribution Earnings are £31,200 per year (£2,600 per month or £600 per week), the LEL (currently £520 per month or £120 per week for the 2020/21 tax year) is deducted from this figure, which is then multiplied by the Contribution Rate to give the amount of Contributions which you will pay:

Frequency	Contribution Earnings —	Lower Earnings Limit ×	Contribution Rate =	Contribution to pay
Monthly	£2,600	£520	10%	£208 per month
Weekly	£600	£120	10%	£48 per week

If you are a basic rate taxpayer, the contributions you pay to the Scheme attract tax relief at 20%, so the net cost to you is actually £208.00 - £41.60 = £166.40 per month (£48.00 - £9.60 = £38.40 per week).

What does the Company pay?

The Company pays the balance of the cost needed to provide the benefits under the Scheme, which is calculated by the Scheme's independent Actuary.

What do reduced accrual members pay?

Reduced accrual members pay 7% of their Contribution Earnings over the Lower Earnings Limit (LEL). In exchange for the lower contribution, they accrue benefits at 1/80th of the Final Pensionable Earnings less 1/80th of the Lower Earnings Limit.

How are contributions calculated for part time workers?

For part time workers, the same proportion of the Lower Earnings Limit is deducted from your Contribution Earnings as the proportion of your part time hours worked compared with the full time rate. So if you work 50% of full time, the Lower Earnings Limit that is deducted will be 50% of your Contribution Earnings. You then pay the same 10% as all other members.



CAN I INCREASE MY BENEFITS?

Yes, you can! You have the option to pay extra contributions through Additional Voluntary Contributions (AVCs).

Although the Company does not match members' AVCs, they are still an efficient way to save for many members because these contributions are also eligible for tax relief. So, if you are paying tax at the rate of 20%, every £1 that you save will only cost you 80p.

Please refer to the table below:

AVC per pay period	Tax relief at 20%	Cost to you
£10	£2	£8
£30	£6	£24
£50	£10	£40

You can use the calculators on our website (www.abfpensions.com/766/488/contributions-calculator) to see the real cost to you of paying more.

How does it work?

Although the AVC arrangement is part of the main ABF Pension Scheme, your AVC savings will be invested separately in the Defined Contribution (DC) section. Your contributions buy 'units' in investment funds and the number of units you hold increases every time a contribution is paid. The AVC savings you have invested can then be taken together with your DB benefits. The value of your AVC savings on retirement is the unit price at the time the units are disinvested, multiplied by the number of units you hold.

You can find information on the funds available in the DC section on the website at www.abfpensions.com/dc/investments.

Can I change the amount I contribute?

Yes, of course! If you wish to change the amount you pay in AVCs, or make changes to the funds in which past contributions and/or future contributions are invested, please download the AVC Application and Change Form from the website at www.abfpensions.com/609/starting-or-varying-avcs, then complete and return it to your Payroll Department.



KNOWING YOUR LIMITS

Know your limits

The Government has set some limits on the amount of money that you can pay into pension schemes and benefit from tax relief on:

AA

Annual Allowance (AA)

The Annual Allowance (AA) is a limit to the total amount of contributions that can be paid to defined contribution (DC) pension schemes and the total amount of benefits that you can build up in defined benefit (DB) pension schemes each year, for tax relief purposes.

For the DB Section, the AA is calculated by looking at how much your pension has increased from the previous year and then adding on any AVC contributions that you have paid. We confirm this to you each year on your annual benefit statement. The Scheme is required to measure the year from 6 April to the following 5 April.

The standard AA is currently set at £40,000*, however, depending on your level of taxable pay, you may be subject to the Tapered Annual Allowance which could be as low as £4,000*. You can find more information about this on the website at www.abfpensions.com/db/taxation.

If you have taken any Defined Contribution benefits flexibly, including taking more than 25% as a lump sum then you may be subject to a further reduced AA. If you believe that this affects you, please contact Group Pensions for more information.

LTA

Lifetime Allowance (LTA)

The Lifetime Allowance (LTA) is the maximum amount you can take in pension benefits during your lifetime from all UK Revenue approved pension schemes before an additional tax charge is incurred. The LTA excludes the State Pension and Spouse's Pensions. If the LTA is exceeded, you will be subject to the LTA tax charge. The LTA is currently £1.0731 million*.

*AA and LTA correct at April 2020



HOW IS MY PENSION CALCULATED?

How is my pension calculated?

The calculation of your pension changed in April 2016 so your pension is split into two parts that are calculated separately and then added together to get your total pension.

The pension accrued prior to April 2016 was converted to a percentage of your Final Pensionable Earnings referred to as the Past Service Percentage. Your Past Service Percentage can be found on the Confirmation Statement that we sent to you in 2016, or it can also be found on the annual Benefit Statements which we provide you with each year. To calculate your pension for service prior to April 2016, we take the Past Service Percentage and multiply this by your current Final Pensionable Earnings.

The pension accrued after April 2016 is calculated as follows:

1/60th of Final Pensionable Earnings less 1/60th of the Lower Earnings Limit x Post 2016 Pensionable Service

Please see the example below which explains how this works in practice.

Andrew is retiring at age 65 on 5 April 2020, his Final Pensionable Earnings are £28,000, his Past Service Percentage is 35% and the Lower Earnings Limit is £6,144.

Andrew's pension accrued prior to April 2016 is:

Final Pensionable Earnings	×	Past Service Percentage	=	Pension accrued to April 2016
£28,000.00		35%		£9,800.00

As Andrew is retiring on 5 April 2020, he has completed 4 years exactly as only complete months are included in the calculation so his pension accrued after April 2016 is:

1/60th of Final Pensionable Earnings	—	1/60th of Lower Earnings Limit	×	Number of complete years and months	=	Pension accrued after April 2016
£466.67		£102.40		4		£1,457.08

So Andrew's total pension is:

Pension accrued to April 2016	+	Pension accrued from April 2016	=	Total Pension
£9,800.00		£1,457.08		£11,257.08 per year

How is my pension calculated if I work part time?

If you work part time, then your service is reduced to reflect your part time hours.

So if Andrew works half of the full time working week, then his service from April 2016 to retirement will be 2 years instead of 4. His accrual rate will remain the same and the full time equivalent of his Pensionable Earnings will be used. Andrew's Past Service Percentage would have already been adjusted to reflect any previous part time service.

How is my pension calculated if I am a reduced accrual member?

Reduced accrual members are members who have elected in the past to pay a lower contribution level in exchange for a lower accrual rate. Reduced accrual members still have the Past Service Percentage, which was adjusted to take into account the pension accrued to April 2016 on the lower accrual basis.

Service from April 2016 is then calculated as follows:

$\frac{1}{80}\text{th of Final Pensionable Earnings less } \frac{1}{80}\text{th of the Lower Earnings Limit} \times \text{Post 2016 Pensionable Service}$

Please see the example below which explains how this works in practice.

As before, if Andrew was a reduced accrual member retiring at age 65 on 5 April 2020 and his Past Service Percentage was 25%, his pension would be calculated as follows:

Andrew's pension accrued prior to April 2016 is:

Final Pensionable Earnings	×	Past Service Percentage	=	Pension accrued to April 2016
£28,000.00		25%		£7,000.00

His pension accrued after April 2016 is:

$\frac{1}{80}\text{th of Final Pensionable Earnings}$	−	$\frac{1}{80}\text{th of Lower Earnings Limit}$	×	Number of complete years and months	=	Pension accrued after April 2016
£350.00		£76.80		4		£1,092.80

So Andrew's total pension is:

Pension accrued to April 2016	+	Pension accrued from April 2016	=	Total pension
£7,000.00		£1,092.80		£8,092.80 per year

WHAT IF I AM ABSENT FROM WORK?

Most absences are for a relatively short time, so it will not affect your membership of the Scheme. However, if you have a period of unpaid absence away from work, then neither you nor the Company will pay any contributions to your pension for that time.

If you are absent from work and your pay continues in full or at a reduced rate, you will continue to pay contributions to the Scheme and continue to accrue benefits for the first two years of your absence.

If your pay does not continue, you will not be required to pay contributions and you will not accrue any benefits unless you make up the missing contributions when you return to work.

Please note that any period of unpaid maternity, paternity or adoption leave will not count as pensionable service unless you return to work and make up any missing contributions.

What happens if I am on maternity, paternity or adoption leave?

If you are on maternity, paternity or adoption leave contributions are deducted based on what you would have been paid if you were working normally.

Please note that if you are on unpaid maternity, paternity or adoption leave and do not pay back any missing contributions when you return to work, then a break will be added to your Pensionable Service for the period you have not paid contributions and you will not accrue any benefits for that period.



What if I work part-time?

If you work part time, your Pensionable Service is adjusted when calculating your accrued service following the benefit calculation change with effect from 6 April 2016. The adjustment is made by multiplying your Pensionable Service by the proportion of the part time hours you have worked in the period (PT) over the full-time equivalent hours (FT).

For example, if your Pensionable Service post 6 April 2016 is 4 years, and you have worked 20 hours (PT) out of 40 hours (FT), the Pensionable Service that you are awarded when calculating your benefits would be 2 years. Your Pensionable Earnings are converted into a full time equivalent to use together with your Pensionable Service to calculate your accrued pension.

WHAT HAPPENS IF I LEAVE THE COMPANY?

What happens to my pension if I leave the Company?

When you leave the Company, if you are under the minimum retirement age (which is currently 55), your pension will become deferred in the Scheme. Your deferred pension is calculated by taking your Pensionable Service and Final Pensionable Earnings at the date you left employment to calculate your pension using the same formula as explained earlier in this booklet.

The pension that is calculated is payable from age 65. You can apply to take the pension early, but it will be reduced to reflect the longer payment period. Early retirement is granted at the discretion of the Trustees and will only be approved if the reduced early retirement pension exceeds any Guaranteed Minimum Pension (GMP) that the Scheme must pay from your GMP Payment Date. Please see the Contracting Out section of this booklet for more information.

Once your pension is deferred, it will be revalued (or increased) each year between the date that you leave and the date you take your benefits. Your pension will be split into a number of periods of service and the increase applied differently to each part. You can find more information on how the increases are applied on our website at www.abfpensions.com/db/information.

If you are over 55 when you leave the Company, you may wish to speak to your local HR before you leave to discuss taking early retirement directly from leaving employment.

If you are suffering from a medical condition that means you are permanently unable to perform your role within the Company, you may be able to apply to take your benefits early. If you would like further information, please contact Group Pensions.

Can I leave the Scheme while I am still working for the Company?

You can leave the Scheme while you are still working for ABF but, once you have opted out of the Defined Benefit (DB) section of the scheme, you are not able to rejoin this section.

If you decide to leave the Scheme then you will have the same options as if you had left the Company (see above). You can also choose to take your pension whilst remaining employed by the Company, this is called flexible early retirement.

The Company has a statutory obligation to re-enrol you every three years. However, as the DB section of the Scheme is closed to new entrants, if you are re-enrolled after leaving the Scheme, you will join the DC section. If you decide to leave the Scheme, you will no longer be covered for the valuable death-in-service benefits and you will not build up any more pensionable service.



CAN I TRANSFER MY PENSION TO ANOTHER PENSION PROVIDER?



Can I transfer my funds once I leave the Scheme?

As an alternative to a deferred pension or retiring and taking a pension from the Scheme, you can transfer the cash equivalent value of your deferred pension to another approved pension arrangement. This could be a personal pension or a pension with a new employer.

If you are considering transferring the value of your ABF pension to another pension arrangement, please contact Group Pensions. You will be sent a quotation, together with forms that need to be completed and returned before the transfer value can be paid out.

We cannot provide you with a transfer pack if you are still contributing to the Scheme as the value is calculated using the deferred pension at your date of leaving the Scheme. We can provide you with an indication of the transfer value, however this will not be guaranteed and you will only be sent the full transfer pack once you have left the Scheme and your deferred pension has been calculated.



How is the transfer value calculated?

Your benefits in the Scheme are a pension that will be paid to you when you reach 65. The Scheme has to convert your pension to an equivalent value. They do this on a basis set by the Scheme's Actuary, using factors that reflect your age at the time of the calculation and the prevailing market factors.

The value will be guaranteed for 3 months from the date of the calculation and if you wish to go ahead, you must return all of the documents that we request from you within this 3 month period.

If you request another transfer value after the 3 month period has expired, this may be higher or lower than the value previously quoted. You are entitled to request a free transfer quotation once in any 12 month period. The Trustee reserves the right to charge for any subsequent requests within that 12 month period.

Taking financial advice

Following changes introduced by the Government in 2015, if your transfer value is more than £30,000 and you are transferring to a Defined Contribution (DC) arrangement, then you must take advice from an approved financial advisor before the Trustee can transfer your benefits. This is to ensure that you understand the value of the benefits that you will be giving up if you transfer from the DB Section of the Scheme to a DC arrangement.

Do you know how to spot a Pension Scam?

Unfortunately, pension scams have become more of a problem over recent years with fraudsters targeting pension scheme members with promises of accessing the benefits early, guaranteed high rewards and new investment opportunities.

If you are considering transferring your pension to another arrangement, you need to be careful to avoid Pension Scams. If you are concerned that you have been targeted or you just want to find out how to spot a scam, you can find more information on the website at

www.abfpensions.com/db.





WHEN CAN I RETIRE?

The benefits from the Scheme are payable from your 65th birthday

Can I retire early?

With the agreement of the Company, you can retire from age 55 as long as your early retirement pension at least equals the Guaranteed Minimum Pension (GMP) that is due to be paid from your GMP payment date. Early retirement is only granted with the agreement of the Company and Trustee.

Speak to your local HR or contact Group Pensions if you would like to know more about early retirement.

Can I draw my pension and tax-free cash and still work for the Company?

Yes, this is called flexible retirement but ABF plc and the Trustee need to agree to your request.

You may wish to consider this if you want to ease into retirement gradually, for example by going part time first. You could take your pension and use this to supplement your lower part time salary.

If you want to remain covered for the Scheme's ill health and death in service benefits, then you would need to join the Defined Contribution Section immediately after your retirement date from the Defined Benefit Section. You would then build up an additional pension savings in a Pension Account within the DC Section that you could take in a variety of ways later, including as a taxable lump sum.

Speak to your local HR or contact Group Pensions if you would like to know more about flexible retirement.

Can I retire late?

If you are still employed within the ABF Group of companies, then you can continue contributing to the Scheme past the age of 65 and this additional service will be included when your pension is calculated. The Scheme does not offer a late retirement increase to a member's deferred pension, therefore if you leave the Scheme before retirement the benefits will be payable no later than your 65th birthday.

Can I take a cash lump sum?

You can convert up to 25% of the value of your pension benefit to a cash sum. As you will be giving up some of your pension to fund the tax-free cash lump sum, your pension will be lower. So if we continue with the earlier example, Andrew had a Total Pension of £11,257.08 per year which he could take as a reduced pension with a 25% tax free lump sum as follows:

Total pension (without taking cash)	OR:	Estimated tax-free cash lump sum	+	Reduced pension after taking cash
£11,257.08 per year		£53,565.00		£8,034.84 per year

The cash lump sum is available tax-free, subject to the tax-free cash sum not exceeding 25% of the Lifetime Allowance in place when you retire.

What happens if I have to retire early because of ill health?

If you need to retire on the grounds of ill health and the Company and Trustee agree (after being supplied with acceptable medical evidence), then an immediate pension will be paid.

Your ill health early retirement pension is calculated using the same formula as normal retirement benefits but using your Past Service Percentage, Final Pensionable Earnings and Pensionable Service to the date of early retirement. However, there is no early retirement reduction applied when a current employee retires on ill health. If your ill health is approved, then the minimum retirement age of 55 also does not apply.

Life cover continues at the rate in force on retirement through to the age of 65.

How is my pension paid?

All pensions paid from the Scheme are paid monthly in advance directly to member's bank accounts. The payments are made on the 6th of each month and cover the period from the 6th to the 5th of the following month.

Will my pension increase each year?

Yes, your pension will be reviewed each year in April. Your pension will be split into a number of periods of service and the increase applied differently to each part. You can find more information on how the increases are applied on our website at www.abfpensions.com/627/pension-increases. We will send you a combined P60 and Pension Increase letter shortly before your pension is paid in April confirming any increase that has been applied.

Can I take my pension as a one-off lump sum or through drawdown?

The flexibilities for taking retirement benefits introduced by the Government in 2015 apply to Defined Contribution arrangements only, so they are not available directly through the Defined Benefit Section of the Scheme.

If you are interested in this option, so long as your pension is not already in payment, you can investigate transferring your benefits from the Defined Benefit Section to a suitable approved Defined Contribution arrangement who can then pay you the benefits as either a one-off lump sum or through drawdown. Please see the previous section in this booklet for more information on how to transfer your benefits. It's important that you understand the valuable benefits that you will be giving up if you transfer and if you are still contributing to the Scheme, you will need to opt out before the transfer value can be quoted.

If the total value of your benefits held in the Scheme is less than £10,000, your benefits may be able to be paid as a one-off lump sum (called a Trivial Commutation). If you are interested in this option, we can provide a quote on request.



WHAT BENEFITS WILL BE PAID IF I DIE?

What happens if I die whilst I'm still employed and paying contributions to the Scheme?

A lump sum of three times your Pensionable Earnings plus the return of the contributions that you have paid to the Scheme and the value of any AVCs will be paid.

For example, if you have Pensionable Earnings of £23,500 plus an AVC fund valued at £7,000 and you paid contributions of £15,000, your total lump sum death benefit would be worked out as follows:

Pensionable Earnings x 3	+	Refund of contributions	+	Return of value of AVCs (if applicable)	=	Total lump sum benefit
£23,500 x 3		£15,000		£7,000		£92,500

In addition, the Scheme will also pay pension benefits as explained below:

A pension will be paid to your spouse or civil partner of 50% of the pension which you would have earned had you remained in the Scheme until your 60th birthday, with no change in your Pensionable Earnings.

If you die in service between the ages of 60 and 65, the spouse's or civil partner's pension will be 50% of the pension which you had earned up to the date of your death.

In addition, the Scheme will pay a child's pension for financially dependent children up to the age of 18 (or 23 if they are in full-time education). The pension for one child will be 50% of the spouse's pension described above. If you have two or more children, their pensions will be calculated as described above, up to a total of 100% of the spouse's pension.

If you are not married or in a civil partnership, but are living with a partner who is financially dependent or interdependent on you at the time of your death, then a pension may be paid at the discretion of the Trustee.

If the lump sum payable on death in service exceeds the LTA, a tax charge will apply.

What happens if I die after I leave the Scheme, but before taking my pension?

If you leave the Scheme with a deferred pension and die before retirement, a refund equal to your contributions to the Scheme (without interest) will be payable to your beneficiaries as a lump sum.

In addition, a pension equal to 50% of your deferred pension revalued to the date of your death will be paid to your surviving spouse or civil partner. If you are not married or in a civil partnership, but are living with a partner who is financially dependent or interdependent on you at the time of your death, then a pension may be paid at the discretion of the Trustee.

Children's pensions are not paid following the death of a deferred member.

If the refund payable on death as a deferred member exceeds the LTA, a tax charge will apply.

What happens if I die during my retirement?

If you die after you've started to receive your pension and you are survived by your spouse or civil partner, a pension of 50% of your pension, calculated before any tax-free cash was taken, will be paid to your spouse or civil partner.

If you are under age 75 and you die before five years' pension instalments have been paid, the balance of the outstanding instalments will be paid as a cash sum (the pension guarantee). So for example, if you died 3 years after starting to receive your pension and the pension in payment was £6,000 per year, the lump sum would be calculated as follows:

Your monthly pension	×	Number of months remaining on 5 year guarantee	=	Total lump sum death benefit
£500		24		£12,000

If you die more than 5 years after you retired, then no lump sum is payable.

If you have retired early on the grounds of ill health and you die before your normal retirement date, the lump sum life assurance benefit of 3 times your Pensionable Earnings when you retired will be payable. If your retirement benefits and the continued life cover exceed the LTA there will be a tax charge. The spouse's or civil partner's pension of 50% of your pension calculated before any tax free cash lump sum was taken will also be paid, but the pension guarantee will not.

If you are not married or in a civil partnership, but are living with a partner who is financially dependent or interdependent on you at the time of your death, then a pension may be paid at the discretion of the Trustee.

Children's pensions are not paid following the death of a pensioner member.

Who will receive the death benefit payment?

All lump sums paid on death are distributed by the Trustee for the benefit of your dependants or beneficiaries. The Trustee has discretion over who will receive these cash sums and, although they will take account of your wishes, they are not legally bound by them.

If you have not updated your nominated beneficiaries, please download a form at www.abfpensions.com/615/nomination-form. The completed form can be returned by email or sent to the Group Pensions postal address.



CONTRACTING OUT AND THE STATE PENSION

Will I receive a State Pension?

The State Pension changed in April 2016, but if you are a man born before 6 April 1951 or a woman born before 6 April 1953, then your State Pension will be paid on the old rules. You can find more information about how the State Pension is calculated for you at www.gov.uk/state-pension/what-youll-get.


Under the new rules, you will usually need at least 10 qualifying years to get a State Pension. You can find out more about the new State Pension and request a pension forecast at www.gov.uk/new-state-pension.

Contracting Out

Following the introduction of the new Single Tier State Pension, the Government announced that contracting out of the State Second Pension would cease on 6 April 2016.

Benefits in the Scheme prior to this date will continue to include an element of Guaranteed Minimum Pension (GMP) which the Scheme is required to provide for members with Pensionable Service prior to April 1997. The GMP does not affect the calculation of your overall pension, but is required to be increased in a different way to the rest of the Scheme pension.

If you would like any further information on this, please contact Group Pensions.

A stylized illustration of a house with a dark blue roof and walls, and white window frames. To the left of the house is a black lamppost. To the right is a small blue bird. A large speech bubble with a dark blue background and white text points towards the house.

You are not allowed to use any of your benefits as security for loans, nor are you allowed to assign them.

HOW TO GET IN TOUCH

If you have any questions you can contact your local HR or Payroll Department or speak to Group Pensions using the details below:

Helpline: **0800 090 2267**
this number is free to call from a UK landline or mobile
or **+44 (0)20 7636 8111** if you are calling from abroad

The team are available Monday to Friday, from 9am to 5pm.

Website: **www.abfpensions.com/db**
Email: **Pensions.Admin@abfoods.com**
Address: **Group Pensions, 50 – 51 Russell Square,
London, WC1B 4JU**



Explore your pension community online

This booklet is only a summary of the benefits within the Scheme. There is more information on our website at **www.abfpensions.com/db**. We're constantly developing the dedicated pension website and is full of tools and information that you can use 24/7!

Secure online login

Active members have access to their account online, where they can view their annual benefit statements and useful information about their pension.

Pensioner members also have access to their account online, where they can view their payslips, their P60 and pension increase confirmation as well as full details of their pension.

Deferred members do not currently have online access (except to download AVC statements), but we are working to introduce this soon.

FREQUENTLY ASKED QUESTIONS



What if I get divorced?

If you are going through a divorce and you are a member of the Scheme, your pension benefits can be affected. You can set more information by calling our Member Services Team, using the details on the previous page.



How can I trace old benefits?

If you think you may be entitled to pension benefits with a previous employer or a personal arrangement and you have lost touch with that scheme, you can use the Pension Tracing Service, which is a free service provided by the Government. Visit www.gov.uk/find-lost-pension for more information.



What should I do if I have a problem?

Group Pensions are always on hand to answer your questions and resolve any problems you may have. But, if you don't feel you're getting the response you need, we have a formal 'Internal Dispute Resolution' procedure in place under which complaints may be reviewed by the Trustee. There are also some external organisations that are available to help members with issues which cannot be resolved under the Internal Dispute Resolution Procedure.

Please contact Group Pensions if you would like a copy of the Internal Dispute Resolution procedure.



Who is the Trustee?

The Trustee of the Scheme is Associated British Foods Pension Trustees Limited, which operates through its board of directors. The Trustee's duties include ensuring that the Scheme is run in accordance with the Trust Deed and Rules, supervising and monitoring the administration of the Scheme, and choosing investment managers.



Where can I get advice?

Group Pensions, the Trustee and the Company are not able to give you personal advice. For independent financial advice, visit the professional advice website

www.unbiased.co.uk, to find local Independent Financial Advisers (IFAs) who are qualified to give personal advice. The Government has also set up the Money Advice Service, www.moneyadviceservice.org.uk, where you can find free, unbiased advice on many different financial topics.

FURTHER INFORMATION

The Pensions Regulator

The Pensions Regulator is a supervisory body for work-based pension schemes. It has the power to intervene in the running of pension schemes where trustees, employees or professional advisers have failed in their duties. The Pensions Regulator can be contacted by writing to Napier House, Trafalgar Place, Brighton, BN1 4DW or by visiting www.thepensionsregulator.gov.uk.

The Pensions Advisory Service

The Pensions Advisory Service (TPAS) is available to assist members and beneficiaries of pension schemes in connection with any pension queries they may have or any difficulties they may have encountered at any time and which they may have failed to resolve with the trustees or administrators. TPAS can be contacted by writing to 11 Belgrave Road, London, SW1V 1RB, calling 0800 011 3797 or by visiting www.pensionsadvisoryservice.org.uk.

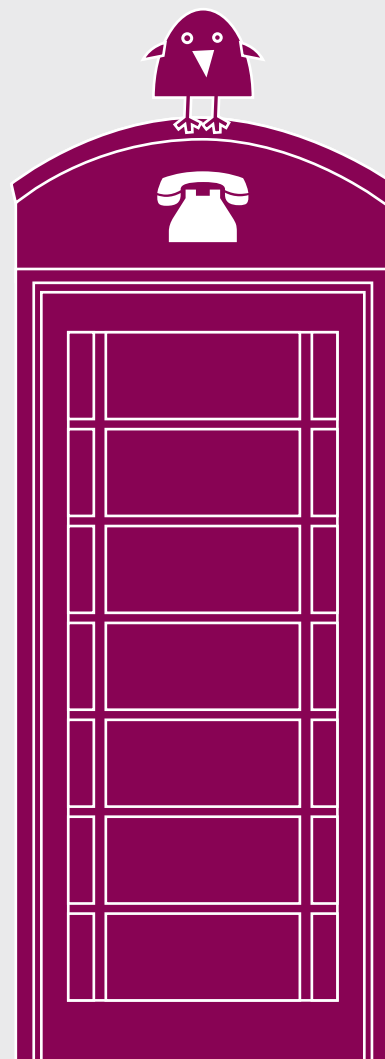
The Pensions Ombudsman

The Pensions Ombudsman is available to investigate and determine any complaint or dispute of fact or law in relation to a pension scheme from an individual or between an individual and the pension scheme's trustees. Pension scheme members and beneficiaries may call upon the services of the Pensions Ombudsman. The Pensions Ombudsman can be contacted by writing to 10 South Colonnade, Canary Wharf, London, E14 4PU, calling 0800 917 4487 or by visiting www.pensions-ombudsman.org.uk.

Free Guidance

The Government has launched a new 'Pension wise' service to give free impartial guidance to anyone with DC pension savings. If you have any DC pension savings (including AVCs), we recommend that you use this service to get guidance and support with your retirement planning decisions. If you are approaching retirement and interested in this service, you'll find further information at www.pensionwise.gov.uk.

Please note that this is only guidance and the Pension wise



LEGAL INFORMATION ABOUT THE SCHEME

This booklet provides a summary of the Scheme. The Trustee must abide by the Trust Deed and Rules of the Scheme, which are the legal documents that govern its operation and members' rights. You can request a copy from Group Pensions.

Tax approval

The Scheme is a registered pension scheme under the Finance Act 2004. As a result of this:

- you receive full tax relief on your contributions for annual earnings up to the Annual Allowance;
- the Scheme's capital gains are not taxed; and
- cash sums taken in exchange for up to 25% of your pension are tax-free, as long as that sum is not more than 25% of your available Lifetime Allowance.

Changing or closing the Scheme

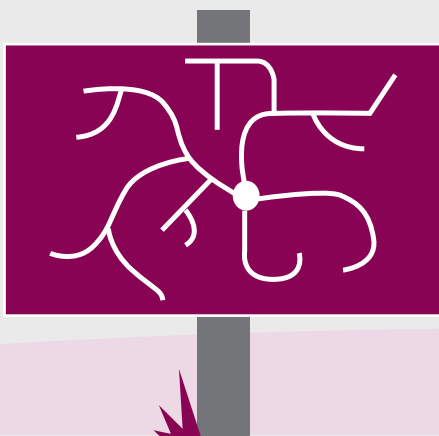
The Company is fully committed to the Scheme. However, you should be aware that the Company is legally entitled to change, close or wind up the Scheme at any time in the future (in accordance with the Trust Deed and Rules). If the Scheme was wound up, your pension would be held elsewhere.

Data Protection Act 2018

Your personal data and the personal data of your relatives, dependents and nominated beneficiaries is processed by Associated British Foods Pension Trustees Limited (in relation to the Associated British Foods Pension Scheme) as a data controller.

Information about how Associated British Foods Pension Trustees Limited processes your personal data, and your rights in respect of your personal data (including the right to object in certain circumstances), is provided in the privacy notice available online at www.abfpensions.com/dataprotection (and is also available in printed form, please contact us if you would like to request this).

You must provide this notice to your relatives, dependents and nominated beneficiaries if you are providing their personal data. If you have any questions or need any further information, please contact us.



USEFUL DEFINITIONS

Annual Allowance (AA)

This is a limit, set by the Government, on the amount of pension benefit that you can build up in any one year in a tax-efficient manner. A tax charge may be payable in the event that the increase in value of your pension in the ABF section plus the amount of AVCs (and any contributions to other Revenue approved pension arrangements) over the Scheme Year exceed £40,000 (or the Tapered Annual Allowance if this applies).

Company

This is Associated British Foods plc and any subsidiary or associated company whose employees are included in the Scheme.

Contribution Earnings

These are your gross cash earnings excluding any bonus payments (unless the Company has notified you in writing that these payments are to be included), any cash arising from the exchange of non-cash benefits and any payment in lieu of notice.

Dependant

This is an adult who was, at the date of your death, financially dependent on you to a substantial degree and either cohabiting with you or who has been nominated by you as a Dependant and such nomination has been accepted by the Trustee.

Final Pensionable Earnings

This is the highest three year average Gross Earnings ending in the last ten years prior to leaving or retiring from the Scheme. Gross Earnings excludes bonus payments, pay in exchange of non-cash benefits (e.g. car benefit payments) and pay in lieu of notice.

Incapacity

This is ill-health which in the opinion of the Trustee (having referred to any medical evidence which the Trustee may require), permanently renders it impossible for you to ever resume your own or a similar job, and which the Trustee considers seriously impairs your ability to command a similar level of remuneration as that applicable to your current job.

Lower Earnings Limit (LEL)

The Lower Earnings Limit is set by the Government and will change at the start of each tax year.

Normal Retirement Date (NRD)

This means your 65th birthday.

Pensionable Earnings

These are your Contribution Earnings in the last 12 complete months of Pensionable Service (or in the last complete tax year or your Pensionable Service if that is higher).

Pensionable Service

This is the number of years and complete months as a member of the Defined Benefit section.

Reduced Accrual Member

This is a member who has elected to pay a lower level of contributions in return for a lower level of accrual in the Scheme.

Scheme Administrator

The Scheme is administered on behalf of the Trustee by the ABF Group Pensions Department.

Scheme Year

Is the year ending 5 April.

The Scheme

This is the Associated British Foods Pension Scheme.

Trustee

The Trustee is a trustee company, Associated British Foods Pension Trustees Limited. The directors of the Trustee Company are appointed and replaced by the Company and are responsible for the trust fund and for ensuring that the Scheme is administered in accordance with the Trust Deed and Rules. The directors are, in effect, the Trustees of the Scheme.