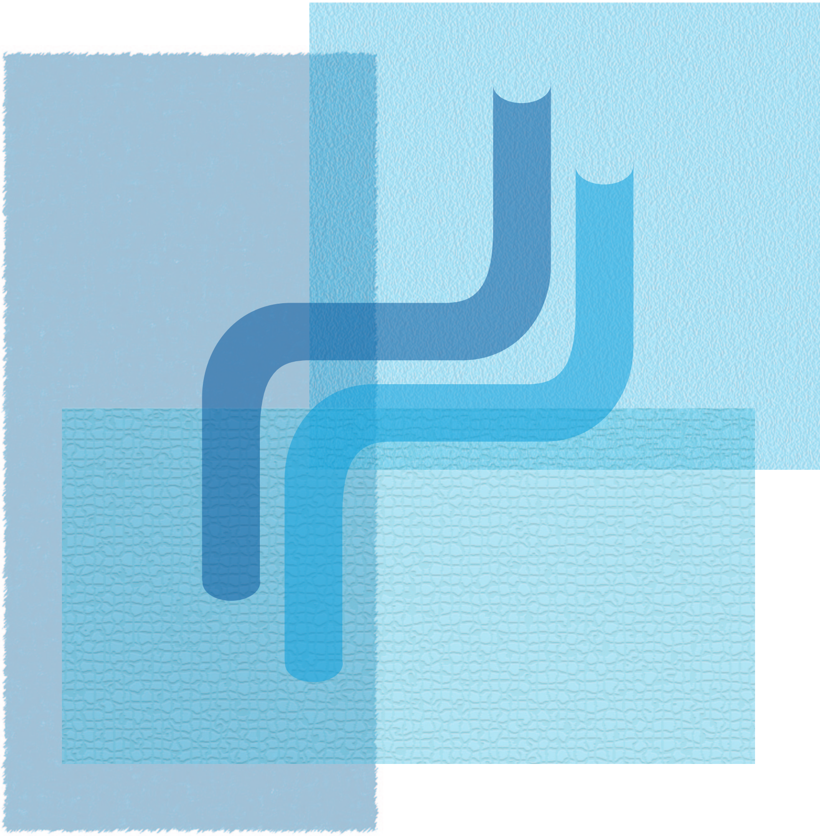
Your Guide

to the

Plumbing Industry Pension Scheme



Plumbing Pensions

Plumbing & Mechanical Services
(UK) Industry Pension Scheme

Contents

Plumbing Pensions (UK) Ltd Bellevue House
22 Hopetoun Street
Edinburgh EH7 4GH

Tel: 0131 556 9090

mail: info@plumbingpensions.co.uk

Website:www.plumbingpensions.co.uk

Helpline: 08457 656565

Introduction

Welcome to the explanatory booklet of the Plumbing and Mechanical Services (UK) Industry Pension Scheme (the "Scheme").

The Scheme was set up in 1975 with the aim of providing pension benefits for all employees of firms engaged in the plumbing and mechanical services industry (the "Industry") in the United Kingdom. The Rules of the Scheme are determined through the two Joint Industry Boards. The Scheme is registered with HMRC and meets current legislative requirements.

The Scheme is set up under trust and governed by Rules dated 20 September 2007 as amended from time to time (the "Rules") and operated and administered by a trustee company, Plumbing Pensions (UK) Ltd (the "Trustee") whose directors are drawn from the following industry bodies:

- The Association of Plumbing and Heating Contractors Limited (APHC) (the "Association");
- The Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF) (the "Federation"); and
- Unite the Union (the "Union").

The Trustee is responsible for receiving all contributions paid by members and employers and for ensuring that these contributions are invested solely for the benefit of Scheme members.

The Scheme provides benefits on retirement and lump sum benefits on death. For members on the Basic Benefit Scale, the Scheme may also provide a pension to your spouse/civil partner, children or dependants on death. All members in the Scheme should be aware of the importance of these benefits.

The Scheme increases pensions in payment each year as set out on page 10 under "Pension Increases". Protection is also given to those who leave contributory membership, with their benefits being treated no less favourably in accordance with legislation, than those who continue in membership.

This booklet is intended to set out the key features of the Scheme in a straightforward way. The full technical details of the Scheme are contained in the Rules. In the event of any differences between this booklet and the Rules, the Rules will take precedence at all times. Copies of the Rules are available on request.

The Trustee reports each year to members on the financial progress of the Scheme. The Scheme's formal Annual Report and Accounts are available on request from the Benefits Department or can be viewed online at www.plumbingpensions.co.uk.

If you have any queries about the benefits of Scheme membership, or if you would like further information, you can write to the Pensions Manager at the address shown on page 2 of this booklet.

Meaning of Words Used

Some of the words and expressions used in the booklet have special meanings and these have been set out below.

Annual allowance – The maximum amount you can save towards your retirement each year without incurring a tax charge. You can carry forward unused Annual Allowance from the previous three tax years.

Benefit Scale – The basis on which you accrue or have accrued benefits under the Scheme. Details of the two principal Benefit Scales offered by the Scheme are set out under the "Cost of Membership" section below.

Dependant - Anyone who is financially dependent on you or was so dependent at the time of your death. The decision of the Trustee as to whether a person is your dependant is final.

Earnings - Your total cash emoluments from your Scheme employer. It does not include your holiday pay and sickness and accident benefit under the Industry Holiday and Welfare Benefit Schemes and any payment under the Government Statutory Sick Pay Scheme. If you participate in a profit related pay scheme or a salary sacrifice arrangement (where you accept a reduction in pay in return for another benefit), your earnings are the total cash emoluments which your employer certifies to the Trustee in writing.

HMRC - HMRC means HM Revenue and Customs.

Incapacity - Physical or mental illness which stops you from continuing to work in any capacity or any trade for which you receive profit or pay. The Trustee's decision as to whether you are suffering from incapacity is final.

Lifetime Allowance - The limit on pension entitlement you can build up in your lifetime without incurring a tax charge on your retirement or death. The limit is measured against the value of your pension benefits from all your pension arrangements, not just the Scheme.

Normal Retirement Date - Your 65th birthday or any other date that the Association, the Federation and the Union agree is your Normal Retirement Date.

Pensionable Service - Service while you are contributing to the Scheme and includes any period during which you are not required to contribute to the Scheme because your benefits exceed HMRC limits.

Service - Service means employment with an employer participating in the Scheme.

Scheme Year - A period of 12 months ending on 5 April.

State Pension – If you reach State Pension Age on or after 6 April 2016, you will receive the new flat rate State Pension which replaces both the State Basic Pension and the State Second Pension.

State Basic Pension – If you reached State Pension Age before 6 April 2016 and you paid enough National Insurance Contributions, you will receive the State Basic Pension from State Pension Age.

State Second Pension (S2P) – This provides a pension to individuals retiring before 6 April 2016 and is based on an employee's earnings between the Lower Earnings Limit and Upper Accrual Point throughout his/her working life. You will not have built up any rights to the State Second Pension while you contributed to the Scheme, because the Scheme was "contracted-out" of the State Second Pension.

State Pension Age - This is currently age 65 for men and increasing from age 60 to age 65 for women born before 6 December 1953. Between December 2018 and November 2020 the State Pension Age for men and women will increase gradually to age 66. Under current legislation, State Pension Age will continue to rise further in the future. Irrespective of when you reach State Pension Age, your pension from the Scheme is payable from your Normal Retirement Date.

Joining the Scheme

Eligibility

If you are employed in any capacity within the Industry and are aged 16 or over and your employer participates in the Scheme, then you are eligible to join the Scheme. If you meet the eligibility criteria but your employer does not automatically enrol you in the Scheme, you can ask your employer to allow you to join the Scheme. You will need your employer's consent to join the Scheme because your employer will need to contribute towards the cost of your benefits.

Automatic Enrolment

Auto enrolment makes it compulsory for employers to automatically enrol their eligible workers into a qualifying pension arrangement such as the Scheme. Once enrolled, employees will have the right to 'opt-out'. However if an employee opts-out, employers must re-enrol the employee approximately once every three years thereafter.

Opting Out

You have the right to opt out of the Scheme in favour of either a personal pension arrangement or simply to rely on the State Pension. New employees who wish to exercise this right should request an opt-out form from the Administration Department, which should be completed, signed and submitted to their employer. If a new employee opts-out within one month of being automatically enrolled or being given automatic enrolment information by the employer (whichever is later), all contributions must be refunded by the employer. Existing members may exercise this right provided they give at least one month's notice in writing to their employer and the Trustee. Members considering opting out of the Scheme should remember:

- you will earn no further pension benefits under the Scheme for yourself or your dependants;

- you will not be covered for lump sum death-in-service benefits;

ANY DECISION TO OPT OUT REQUIRES VERY CAREFUL CONSIDERATION

Cost of Membership

Member Contributions

You contribute a fixed percentage of your Earnings. The contribution rate that you pay depends on your Benefit Scale.

Employer Contributions

Your employer contributes twice as much as you contribute.

All contributions are sent by your employer to the Trustee which is responsible for the investment of the Scheme assets and for the payment of benefits to members and if applicable, to their dependants.

The following table summarises the contribution rates for the Basic and 2017 Benefit Scales.

Scale		Up to March 2017	From April 2017	From April 2018
Basic	Employee	3.75%	4.6%	5.3%
	Employer	7.50%	9.2%	10.6%
2017	Employee	-	3.75%	3.75%
	Employer	-	7.50%	7.50%

Tax Relief

The Scheme is a registered scheme for the purpose of approval by HMRC, so you will receive tax relief on your contributions. This is given automatically under the PAYE tax system when your employer deducts your contributions from your Earnings.

Contracting-out of the State Second Pension Scheme (S2P)

Until 6 April 2016, the Scheme contracted-out of the State Second Pension Scheme (sometimes known as "S2P"). If you were a contributing employee before 6 April 2016, you will have paid lower National Insurance Contributions and you would not have built up any entitlement to the State Second Pension. Instead the Scheme has a responsibility to pay you a pension broadly the same as the pension you would have built up in the State system for the period you were contracted-out.

Additional Voluntary Contributions

You may pay Additional Voluntary Contributions (AVCs) to increase your own retirement benefits up to the maximum permitted by HMRC. The value of your AVCs when you retire will depend on several factors, including the amount of the contributions paid, any cost of exercising the right to transfer benefits, any charges payable, the age at which you access your benefits, your investment choices and actual performance of your investments plus any cost of converting the benefit into an annuity.

The AVC provider is Prudential Assurance Company Ltd and there is a choice of investments available to members. Further details and an application form are available from the Administration Department at the address shown on page 2 of this booklet.

Higher Benefit Scales

While most members of the Scheme will join the Basic or 2017 Benefit Scales, there are three additional Higher Benefit Scales available. These are used by employers, at their own discretion, to allow employees to accrue higher benefits in return for increased contributions. If you would like further information about the Higher Benefit Scales, please contact the administration team using the contact details shown on page 2 of this booklet.

Your Pension

Pension Credits

The Scheme operates a system of Pension Credits based on earnings during each year of contributory scheme membership.

At the end of each Scheme Year (i.e. 5th April) you are allocated a Pension Credit equal to 1.25%, or appropriate percentage in relation to the higher benefit scales, of your total Earnings for the Scheme Year. This is added to any previous Pension Credits allocated to you, together with the bonus due on your Pension Credits (if any) accumulated at the beginning of the year.

Bonus additions are granted on Pension Credits in respect of contributions before 6th April 2004 in line with the percentage increase in National Average Earnings for the previous Scheme Year (as determined in accordance with the most recent order made under Section 148 of the Social Security Administration Act 1992). Bonus additions are granted on Pension Credits in respect of contributions after 5th April 2004 in line with retail price inflation for Basic Scale members or in line with consumer price inflation for 2017 Scale members.

The Trustee has discretion to award additional bonuses depending on the investment performance of the Scheme.

Certificates of Pension Credits

Each year you will receive a Certificate of Pension Credits. This shows the cumulative position, the amount of bonuses added and your total Pension Credits as at 5th April in that year.

Pensions From a Previous Employer

Before joining the Scheme, some members will have belonged to a pension arrangement operated by a previous employer. On leaving that arrangement they may be entitled to a deferred pension or pension savings pot which will eventually become payable on the Normal Retirement Date for that arrangement.

At the discretion of the Trustee it may be possible to transfer other retirement savings into the Scheme to secure additional Pension Credits, which will qualify for bonus additions annually in line with price inflation, and so increase your retirement benefit. The option to transfer other retirement savings into the Scheme will be withdrawn after 5 April 2017.

If you would like further information about this option please contact the Benefits Department at the address shown on page 2 of this booklet.

HMRC Limits

Tax Treatment of Pension Accrual

Each year you contribute to the Scheme you will accrue pension credits. There is a limit on the total value of pension credits you may accrue in each year without incurring a tax charge. This is the 'Annual Allowance'. This limit applies to the value of total annual pension savings which you build up in all UK registered pension schemes in relation to any given tax year.

The Annual Allowance for the 2016/17 tax year has been set at £40,000[1] per annum. It may however be amended from time to time by the Government. Pension savings in excess of this limit may be subject to a tax charge. You can carry forward unused Annual Allowance from the previous three tax years for any tax year in which you were a member of a registered pension scheme.

Although this limit is unlikely to affect the majority of Scheme members, if you think you may be affected you should seek further information from the Benefits Department or contact an independent financial adviser.

Annual Allowance

The value of the credits you accrue in the Scheme each year will count towards your Annual Allowance. The current valuation factor is set by the Government at 16:1. If you pay AVCs the value of contributions paid within the Scheme year must also be added.

If you are a member of another pension arrangement, you will need to also include the value of benefits built up in that arrangement when comparing the total value of your pension savings against the Annual Allowance.

Example calculation:
(pension credits accrued each year x 16)
+ value of AVC contributions paid over same period (if applicable)
+ value of other retirement savings in tax year (if applicable)
= accrued value for comparison against the Annual Allowance.

Lifetime Allowance

There is no limit to the value of benefits you can build up in your pension funds. However, you may be liable to a special tax charge if the value of your total pension benefits exceeds the Lifetime Allowance as set by the Government. The Lifetime Allowance from 6 April 2016 is £1,000,000, unless you have applied for any form of Lifetime Allowance protection from HMRC that entitles you to a higher amount.

[1] The Annual Allowance is reduced for individuals who have Adjusted Income over a certain amount (£150,000 in 2016/17). The reduction does not apply if an individual's Threshold Income is less than a certain amount (£110,000 in 2016/17). Adjusted Income and Threshold Income are HMRC defined terms. In simple terms, Adjusted Income includes any pension contributions paid, including employer contributions, whereas Threshold Income does not.

When You Retire

Normal Retirement Date

The date on which your pension will normally start is your 65th birthday.

Pension at Normal Retirement Date

The annual amount of your pension at Normal Retirement Date is the total of the Pensions Credits which you have built up over the years you have worked in the Industry and contributed to the Scheme, less the amount of Pension Credits used to provide you with a cash sum on retirement.

If your Earnings keep pace with inflation, your pension at normal retirement could be approximately 1.25% of your earnings close to retirement for each year of membership i.e. 12.5% after 10 years, 25% after 20 years and so on.

Cash Lump Sum on Retirement

When you retire you can choose to convert part of your pension to a retirement lump sum. Generally up to 25% of the value of any pension benefit within your Lifetime Allowance (including any AVCs) can be taken as a retirement lump sum. Members with small Pension Credits may be able to convert all of their Pension Credits into a single cash lump sum.

Payment of Pension

Your pension will be paid monthly direct to a bank or building society account of your choice. The Benefits Department will contact you shortly before your Normal Retirement Date to explain your retirement options.

Pension Increases

Once in payment your pension will increase as follows:

- Your pension credits in respect of service before 6 April 1997 other than your GMP (see below) receive no guaranteed increases.

- Your pension credits in respect of service between 6 April 1997 and 5 April 2005 receive increases in line with the lesser of price inflation and 5% per annum.

- Your pension credits in respect of service after 5 April 2005 receive increases in line with the lesser of price inflation and 2.5% per annum.

- If you were a member prior to 6 April 1997 you may have a Guaranteed Minimum Pension (GMP). This part of your pension will receive increases according to when it was earned. GMP built up before 6 April 1988 is not increased by the Scheme. GMP built up after that date increases in line with inflation subject to a limit of 3% a year.

Under the Scheme Rules the Trustee also has power to grant additional increases in respect of pensions not yet in payment and in respect of pensions in payment.

Increases to any pensions derived from additional voluntary contributions or special contributions by an employer or member or transfer from other pension schemes will not increase as set out above but will increase in accordance with the terms on which they were granted.

Early Retirement

Ill-health

If you are forced to retire before Normal Retirement Date due to Incapacity, then an immediate pension may be payable at the discretion of the Trustee. This pension will be calculated as described above under Pension at Normal Retirement Date. The calculation of the amount of cash lump sum on ill-health retirement is the same as under normal retirement.

The Trustee will obtain evidence of continued Incapacity at intervals of not more than three years until you reach Normal Retirement Date.

If you retire with an Incapacity pension and your health improves, your pension may be reduced or suspended.

Normal Health

If you are in normal health you may choose to retire any time after age 55 (age 57 from April 2028) at which time the Trustee may allow you to choose an immediate pension.

The Scheme Rules require that the part of your pension equal to your GMP will be payable from your GMP age (age 65 for men and age 60 for women). If you retire earlier than your GMP age, a reduced pension reflecting the balance of your non-GMP pension will be payable from the date of your early retirement. The early reduction factor is calculated by the Scheme Actuary and allows for early payment and the likelihood that it will be payable over a longer period than might otherwise have been expected.

The calculation of your cash lump sum on early retirement in normal health is as described under normal retirement.

Late Retirement

If with the consent of your employer, you continue working after you reach Normal Retirement Date, you may continue contributing to the Scheme and earn further Pension Credits. When you retire, your Pension Credits earned up to Normal Retirement Date will be actuarially increased from Normal Retirement Date to your actual retirement date although Credits earned after Normal Retirement Date will not be increased for late payment.

The calculation of your cash lump sum on late retirement is as described under normal retirement.

Guaranteed Minimum Pension (GMP)

This is approximately the pension you would have earned under what was formerly known as the State Earnings Related Pension Scheme (SERPS) prior to 6th April 1997 if you had not been "Contracted-out" of it. There is also a spouse's Guaranteed Minimum Pension. No Guaranteed Minimum Pension builds up in respect of pensionable service after 6th April 1997.

Unless stated otherwise, the GMP, if any, is included in any pension figures given to you.

Leaving the Scheme

If you leave the Scheme before Normal Retirement Date the following will apply:

Refund of Contributions

If you leave and have been in the Scheme for less than 3 months you will receive a refund of your contributions. Your contributions will be refunded to you with interest but less a deduction of tax, currently 20%. You will not be entitled to any other benefits from the Scheme.

Preserved Pension

If you have at least 3 months service in the Scheme your Pension Credits will be preserved in the Scheme and will continue to increase with bonus additions as a result of the revaluation laws. Should you rejoin the Scheme with a different employer, your new employer will simply continue to operate the Scheme as before.

Cash Equivalent or Transfer Payments

As an alternative to leaving your Pension Credits in the Scheme, if you leave service or opt out of the Scheme you can request a transfer payment to an individual buy-out policy with an approved insurance company or another registered pension arrangement, such as a new employer's pension scheme or a personal pension plan of your choice.

If you wish to exercise this option, you will be provided with a statement of the guaranteed cash equivalent (the term for the transfer value you are entitled to under statute) quoting the transfer value which would be payable, and giving instructions on how to go about exercising the option. The transfer value will depend upon your total pension credit in the Scheme, your age at the date of transfer and upon investment market conditions at the time of calculation.

Requests for guaranteed cash equivalents can only be made once every 12 months, and if you wish to go ahead with the transfer, you will be required to reply within 3 months of the date the quotation is given. Further details will be provided on request from the Benefits Department at the address shown on page 2 of this booklet.

You will be required to take independent advice before transferring your benefits to another scheme if the value of your guaranteed cash equivalent exceeds a certain amount (£30,000 in 2016/17) and you are transferring with a view to acquiring a right or entitlement to take flexible benefits (e.g. to take advantage of the pensions freedoms).

Benefits Payable on Your Death

Death In Service Before Normal Retirement Date

If you die while in service and before Normal Retirement Date, the following benefits are payable:

Lump Sum Benefit

For members on the 2017 Benefit Scale, a lump sum equal to the greater of three times your Earnings in the last complete Scheme Year prior to death or three times your graded rate of wages at the date of death based on a 52 week year.

For members on the Basic Benefit Scale, a lump sum equal to the greater of twice your Earnings in the last complete Scheme Year prior to death or twice your graded rate of wages at the date of death based on a 52 week year.

To qualify for the lump sum death benefit you must be a contributing member at the time of death. For this purpose, you will still be treated as a contributing member if:

- a Scheme employer terminated your employment contract not more than 8 weeks before your death and you did not find another job during that period;

- you were absent from work due to sickness or injury but still received pay and were contributing to the Scheme; or

- you were absent from work due to sickness or injury without pay for not more than 104 continuous weeks before your death and your employment contract with your Scheme employer had not been terminated. This period of 104 weeks shall apply from the date on which regular and systematic contributions to the Scheme cease and not from the date from which you are first absent from work.

The Trustee has discretion to decide which of your beneficiaries should receive the lump sum. Please ensure that you have completed and returned a copy of the confidential Expression of Wish Form which you can obtain by contacting the administration team at the address on page 2 of this booklet.

Pension For Spouse or Civil Partner

For any period where members build up benefits on the 2017 Benefit Scale, no spouse's or civil partner's pensions are payable following death in service.

For members on the Basic Benefit Scale, if you die leaving a surviving spouse or civil partner he or she will receive a pension equal to 50% of the pension you would have received if you had reached Normal Retirement Date on the day immediately before the date of your death. This pension will be made up to at least £22 per month for a period of 5 years if you have been contributing to the Scheme throughout the 26 weeks immediately before the date of your death. This pension will cease on the death of your spouse or civil partner.

If your spouse or civil partner is more than 10 years younger than you, the pension will be reduced.

Children's Benefits

For any period where members build up benefits on the 2017 Benefit Scale, no children's pensions are payable following death in service.

For members on the Basic Benefit Scale, if you are a contributing member, a children's pension equal to 1% per annum of the lump sum death benefit of an Advanced Plumber (Basic Scale) will be made in respect of each of your children (up to a maximum of 4) until he or she reaches 18 years of age. If your spouse or civil partner who is receiving a pension under the Scheme dies leaving one or more children under 18 years of age, the total children's pension will be increased to the amount of the spouse's pension at date of death.

Dependant's Pension

For any period where members build up benefits on the 2017 Benefit Scale, no dependant's pension is payable following death in service.

For members on the Basic Benefit Scale, if you do not leave a spouse or civil partner on your death or if you are unmarried at date of death a pension equal to the amount which would have been payable to a spouse or civil partner may be paid to any person who was financially dependent on you.

Death in Service on or After Normal Retirement Date

A lump sum death benefit is payable. This lump sum will be calculated as described under Death in Service before Normal Retirement Date. If you have reached Normal Retirement Date and were in service on 1 December 2006, the lump sum amount will not be lower than the sum of the maximum retirement lump sum that you could have taken if you retired just before your death plus the 5 years' payment of the pension you would have been paid if you had retired just before your death and survived for 5 years after retiring. This 5 years' pension will not include any increases and will also be reduced for early payment.

Pension For Spouse or Civil Partner

For any period where members build up benefits on the 2017 Benefit Scale, no spouse's, civil partner's, dependant's or children's pensions are payable following death in service after Normal Retirement Date.

For members on the Basic Benefit Scale, if you die while in service on or after Normal Retirement Date leaving a surviving spouse or civil partner, he or she will receive a pension equal to 50% of the pension you would have received if you had retired immediately before your death without converting part of your pension for a retirement lump sum. Generally, this pension will be made up to at least £22 per month for 5 years or such amount as the Association, the Federation and the Union decide, if you have been contributing to the Scheme throughout the 26 weeks immediately before the date of your death. Any children's pension or dependant's pension will be calculated as described above under Death in Service before Normal Retirement Date.

Death in Deferment

If you keep your pension in the Scheme when you leave but die before you start to draw it, a lump sum benefit will be payable equal to the total of your contributions to the Scheme together with interest.

For any period where members build up benefits on the 2017 Benefit Scale, no spouse's civil partner's or dependant's pensions are payable following death in deferment.

For members on the Basic Benefit Scale, a spouse's, civil partner's or dependant's Pension equal to 50% of the total of your preserved pension at the time of your death will also be paid.

Death After Retirement

For any period where members build up benefits on the 2017 Benefit Scale, no spouse's civil partner's or dependant's pensions are payable following death after retirement.

For members on the Basic Benefit Scale who retired before 6 April 1999, on death after retirement your spouse will receive a pension equal to 50% of your pension in payment at the date of your death. If you retired after 5th April 1999, your spouse or civil partner would receive a pension of 50% of the pension to which you would have been entitled at the date of your death if you had not converted any of your pension into a lump sum. If your spouse or civil partner who is receiving a pension under the Scheme dies leaving one or more children under 18 years of age, a children's pension will be payable up to the amount of the spouse's pension at date of death.

If you die within 5 years of your retirement a lump sum will be payable equal to the value of the pension payments which would have been paid during the balance of the 5 year period, reduced to take account of early payment and disregarding any future pension increase.

Conditions similar to those set out for Death in Service before Normal Retirement Date apply in respect of dependants' benefits and in respect of a spouse or civil partner who is more than 10 years younger than you.

Changing Benefit Scales

You can change benefit scales with the agreement of your employer. If you change benefit scale, the Pension Credits you earned before you changed scale will not be reduced and will not be affected if you move onto a different benefit scale.

For example, if you switch from the Basic Scale to the 2017 Scale, all the benefits that you built up on the Basic Scale before you switch will be preserved for you, including your right to a spouse's pension in respect of your pensionable service before the change. This means that if you had been contributing to the Scheme for 20 years, you will have built up 20 years' of spouse's pension entitlement which will be paid to your spouse if you die first, even though you won't build up any further entitlement to spouse's pension on the 2017 Benefit Scale.

Family Leave

Pension rights continue to accrue during periods of Family Leave as detailed below.

Legislation requires that during periods of Ordinary Maternity, Adoption and Paternity Leave and paid Additional Maternity, Adoption and Paternity leave that pension benefits accrue in the Scheme as if the member was receiving normal pay. The benefits payable if a member dies will also continue as if the member was working normally.

During these periods the member is only required to pay employee contributions on the earnings he or she receives. The employer however is required to pay employer contributions on the earnings the member would have received if working normally as well as the employee contributions on the difference between the earnings the member would receive if working normally and the member's actual earnings. In the case of Ordinary Maternity, Adoption and Paternity leave, where the member is not in receipt of statutory or contractual pay, the employer is required to pay both the employer and employee contributions on the earnings the member would have received if working normally.

As no pension benefits will accrue during any periods of unpaid Additional Maternity, Adoption or Paternity Leave no employee or employer contributions are payable. However, if:

- the member dies during a period of unpaid Additional Maternity, Adoption or Paternity Leave, benefits will be payable as if the member had returned to work immediately before their death.
- the member is unable to return to work due to Incapacity at the end of a period of unpaid Additional Maternity, Adoption or Paternity Leave, any Incapacity pension will be paid as if the member had left service due to Incapacity on the date he or she otherwise would have returned to work; and
- the member returns to work and rejoins the Scheme following the period of unpaid Additional Maternity, Adoption or Paternity Leave, their service in the Scheme will be treated as continuous but without the break.

During any period of paid Parental Leave, benefits only accrue on the actual earnings received, unless the Trustee and your employer agree other terms which are no less favourable to you.

Additional Information

Under the Occupational and Personal Pension Schemes (Disclosure of Information) Regulations, 2013, you should also be aware of the following information.

All benefits paid as a result of membership of the Scheme are paid from a trust fund into which you and your employer pay contributions.

All lump sum Death in Service benefits are payable at the discretion of the Trustee which means that they will not form part of your estate for tax purposes. It is important that you inform the Benefits Department of any changes in your personal circumstances to ensure that any monies payable after your death can be paid to your loved ones as quickly as possible.

Resolving Disputes

As required by the Pensions Act 1995, the Scheme has an internal procedure for resolving any disputes which may arise. This is a two stage process. In the first instance, you must address your complaint to the Pensions Manager at Bellevue House, 22 Hopetoun Street, Edinburgh, EH7 4GH, and he or she will refer it to a sub-committee of the Trustee board. In normal circumstances, you will receive a full response within 2 months. If this is not possible, you will be told why there will be a delay and provided with an estimated date for our decision. If you are dissatisfied with this response, you will be entitled to refer the matter directly to the full Trustee board within 6 months of receiving it. The Trustee will then reply directly to you, where possible within 3 months. If this is not possible, you will be told why there will be a delay and provided with an estimated date for the Trustee's decision.

Hopefully, any dispute will be sorted out by the Pensions Manager or the Trustee. However, if this is not possible, you will be able to contact The Money and Pensions Service or the Pensions Ombudsman.

The Money and Pensions Service (TM&PS)

TM&PS was established with effect from 6 April 2019 and has replaced The Pension Advisory Services, Pension Wise and The Money Advice Service as the single financial guidance body. TM&PS is available to assist members and beneficiaries of the Scheme with any query or dispute they have with the Trustee and which they have failed to resolve. TM&PS is an independent organisation providing free advice and assistance to members of the public who have a problem concerning an occupational or personal pension.

TM&PS can be contacted at: The Money and Pensions Service, 120 Holborn, London EC1N 2TD.
Tel: 01159 659570 Email: contact@singlefinancialguidancebody.org.uk

Pensions Ombudsman

If TM&PS is unable to resolve a problem, application can then be made to the Pensions Ombudsman for an adjudication. The Pensions Ombudsman is appointed under Section 145(2) of the Pension Schemes Act 1993. He is able to investigate and determine any complaint or dispute of fact or law in relation to the Scheme. The Pensions Ombudsman has the same address as TM&PS, but his telephone number is 020 7630 2200 and his email is: enquiries@pensions-ombudsman.org.uk

The Ombudsman will normally expect you to have approached TM&PS and/or to have used the Scheme's own dispute resolution procedure before contacting his office.

The Pension Tracing Service

The Pension Tracing Service can help trace an old pension for you. If you have changed jobs a number of times through your working life, it can be easy to have lost contact with a previous employer and their pension scheme.

The Pension Tracing Service has access to a database of over 200,000 occupational and personal pensions and can be used, free of charge, to search for a scheme. The Scheme is registered with the Pension Tracing Service.

The Pension Tracing Service can be contacted at:
Pension Tracing Service
The Pension Service 9
Mail Handling Site A
Wolverhampton WV98 1LU

Tel: 0345 600 2537 Web: www.gov.uk/find-lost-pension

The Pensions Regulator (TPR)

The Scheme is regulated by the Pensions Regulator. The Pensions Regulator is able to intervene in the running of schemes where the Trustee, managers, employers or professional advisors have failed in their duties. The Pensions Regulator does not deal with queries about individuals' pension benefits.

TPR can be contacted at:
The Pension Regulator
Napier House
Trafalgar Place
Brighton
East Sussex,
BN1 4DW.

Tel: 0345 600 0707 Web: www.thepensionsregulator.gov.uk

Pension Protection Fund (PPF)

The PPF was set up in April 2005. Its purpose is to protect the pensions of most members of defined benefit schemes whose employers get into financial difficulties and leave a scheme without enough money to pay the pensions in full.

The PPF may take over the payment of benefits, subject to certain limits, to members. To help provide the necessary funding we have to pay a levy each year to the PPF.

The PPF can be contacted at:
Pension Protection Fund
Renaissance
12 Dingwall Road
Croydon
Surrey, CR0 2NA

Tel: 0345 600 2541 Email: information@PPF.gsi.gov.uk
Web: www.pensionprotectionfund.org.uk