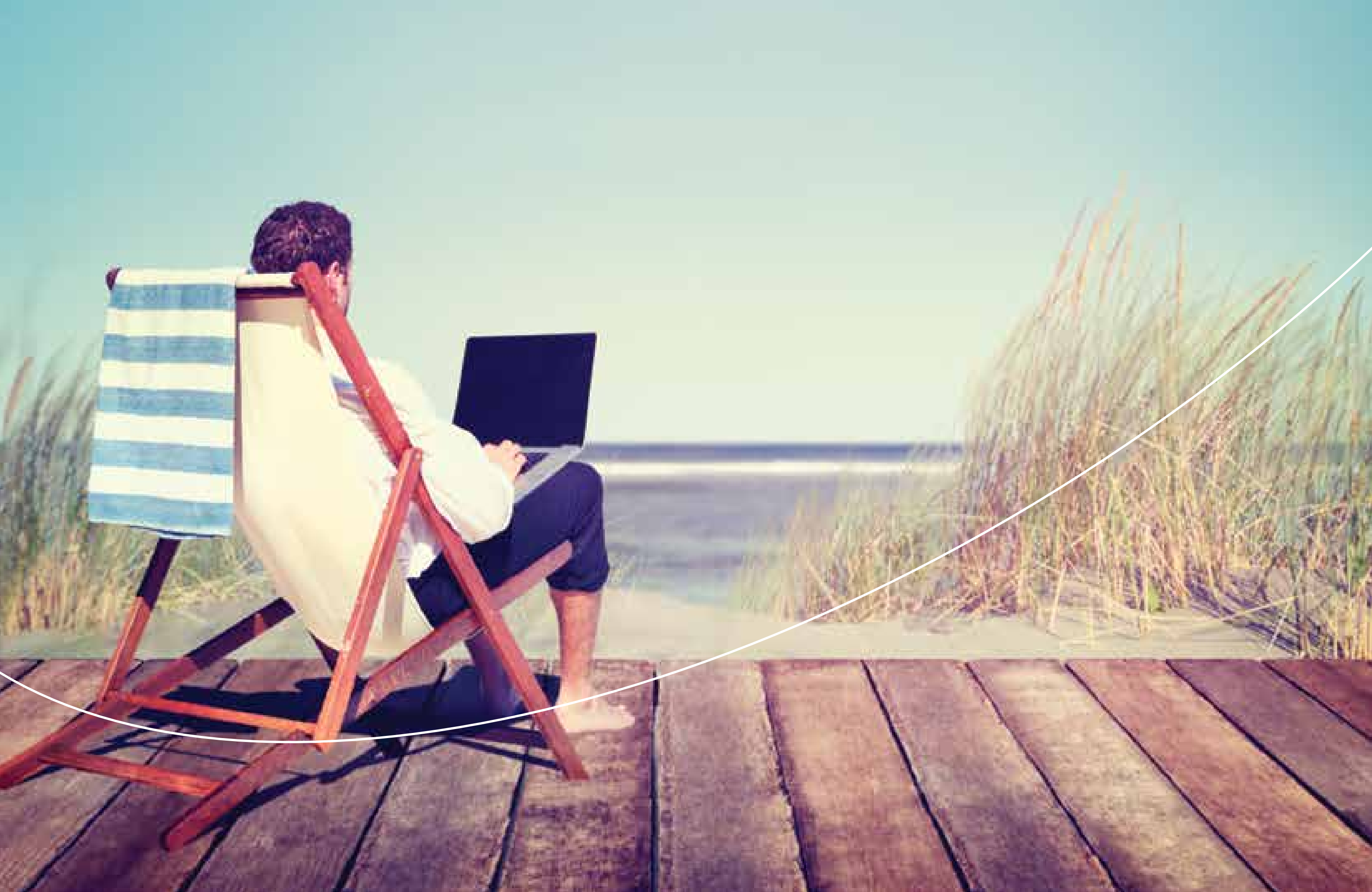
The Corpad **Master Trust**

Guide to your Workplace Pension Scheme



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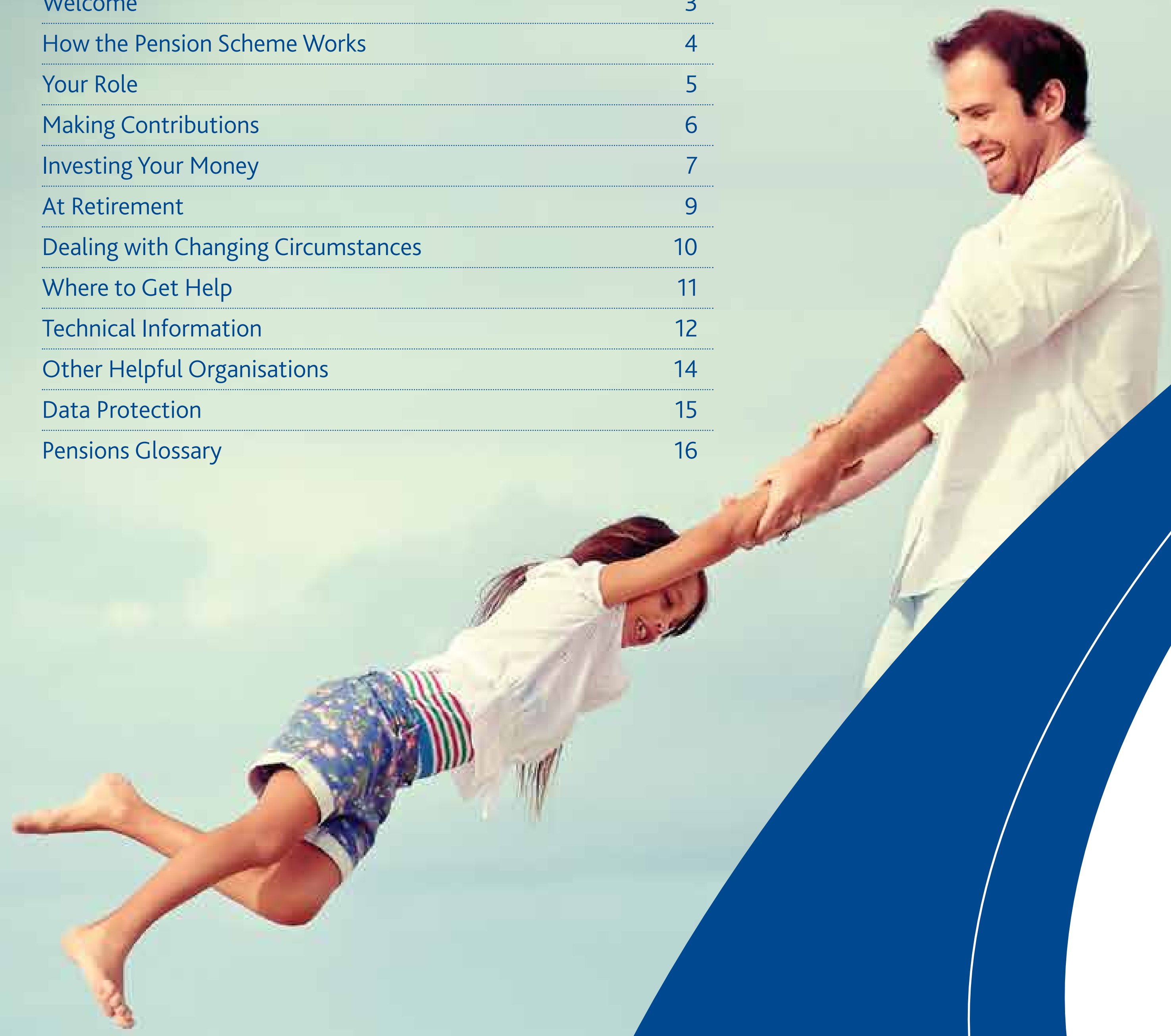


CORPAD

Welcome to the Corpad **Master Trust**

Your Employer has to select a Workplace Pension Scheme into which all eligible workers must be enrolled. Your Employer has chosen the Corpad Master Trust as their preferred pension scheme; which is designed to help you save for your future.

- In addition to your own contributions, your employer will help you to save by making payments into the Scheme on your behalf, immediately boosting your pension savings.
- This guide is designed to provide you with information about your Scheme. You should refer to it if you have any questions.
- You can also get information by contacting Corpad; who provide our dedicated member support services (please see page 10 for further details).

How The Pension Scheme Works

The Corpad Master Trust is a scheme available to multiple unconnected employers and is operated on a defined contribution basis, otherwise known as money purchase.

- The Scheme is run by Trustees on your behalf. When you are enrolled, an individual account within the Scheme is opened in your name.
- You build up your savings by making contributions to that account.
- Your employer will also make contributions increasing the amount that goes into your account.
- The contributions are then invested with the aim of increasing your pension savings, although this can't be guaranteed.
- The Scheme offers you a choice of investment options.

You can find more information on page 6. When you retire, you will have a number of flexible options to choose from to best suit your lifestyle needs at that time.

Your Role

It is important you take an active role in saving for your retirement. The decisions you make now and in the future will determine how much you will get back from your account.

Once you have joined, you will need to decide how much to contribute. There are minimum contribution levels set by legislation, both for yourself and for your employer, although you are able to contribute more than this level if you wish. You also need to decide where you wish to invest those contributions: there is a scheme default fund if you have no preference, although you can vary from this if you prefer. Details of the alternative funds can be located on page 8.

You will also need to review your account regularly. To help with this, you will receive a statement each year showing the value of your account.

Making Contributions

Your employer actively supports you in helping to save for your retirement. We've made saving into your account as easy and flexible as possible.

Each time you save into your account, your employer will also contribute. These extra contributions will help boost your retirement savings.

The contributions you make benefit from tax relief at your highest rate as they are deducted from your salary before tax is calculated. You can only obtain tax relief on your earnings up to 100% of gross earnings.

If your earnings are below the starting rate for income tax deduction, you will not benefit from the tax relief a taxpayer would receive. However, this doesn't affect the amount that is paid into your pension and you'll also continue to benefit from the money that your employer pays in on your behalf, if you remain in the scheme.

Remember that tax rules depend on individual circumstances and the Government may decide to alter the preferential tax treatment of pension contributions in the future.

The Trustees of the Corpad Master Trust are unable to offer advice to members on suitable contribution levels. It is the responsibility of members to decide whether an intended contribution is suitable and affordable.

The regular contributions into your account will be based on a percentage of your pensionable salary. If you and your employer are paying the minimum contributions under automatic enrolment legislation, those contributions will increase in 2018 and 2019 to the levels shown below:

Date	Minimum contributions	Employer pays at least
Up to 5 April 2018	2%	1%
6 April 2018 – 5 April 2019	5%	2%
6 April 2019 onwards	8%	3%

Your own contributions in the above example will increase from 1% to 3% to 5%. However, if your employer pays more than the minimum they have to, or if a salary sacrifice payment mechanism is in operation, your own contributions may be less than those percentages. The important fact to recognise is that the minimum contribution level must be paid to your account. However, you can, of course, pay more than these contributions if you wish.

You will receive extra money into your account

Each time you save into your account, your employer also contributes. These extra contributions will help boost your retirement account savings.

Changing your contributions

If you wish to alter your contributions after joining the scheme, please get in touch with the usual contact at your employer who deals with pay and benefit matters. Please remember you cannot reduce your own contributions to less than the minimum level.

Transferring other pension plans

If you have pension savings built up in other pension plans, you may be able to transfer them into this account. The Corpad Master Trust's low annual management charge (AMC) on the investment funds may make it an attractive proposition for you to consider. Transfers are not suitable for everyone and you should speak to a financial adviser before you make any decisions.

Making contributions into other pension plans

You can contribute to as many pension plans as you like, as long as your total contributions do not exceed the annual allowance. You can find details of the annual allowance on page 12. If you do exceed the annual allowance, you would incur a tax charge.

Tax relief means that some of the money that would have gone to the government as income tax from your pay goes into your pension savings account instead – helping you to save tax and add to your retirement savings. These tax savings mean that it costs you less to save for your future.

Investing Your Money

All Master Trusts must have a default investment fund into which contributions from the member and employer are invested unless members choose otherwise. This fund is on our investment platform with Aegon and is the Blackrock Aquila 75/25 Equity Bond Index.

However we have a range of other funds and the one selected by your employer is the TAM Asset Management Focus Balanced Fund.

Further details on our range of funds can be obtained by contacting Corpad – see page 10.

Remember that investment returns can fluctuate and are not guaranteed. The value of investments can go down as well as up and you may not get back the value of the original investment.

Your retirement savings are invested to help your money grow.

Here are a few things to consider when deciding where to invest your savings.

- Think about your risk levels
- How involved do you want to be?
- Stay with the default investment choice; or
- Choose from the fund range

You may decide to leave the investment of your retirement savings to the default fund, which is reviewed by the Corpad Master Trust Trustees, in conjunction with their specialist investment advisers, at regular intervals to ensure it remains appropriate for the scheme membership.

As you get closer to your intended retirement age, however, you may decide that you would prefer to move your retirement savings to funds that are very conservatively managed and carry very little risk of loss to capital values (but which also have less future growth potential).

You may be familiar with the concept of "lifestyle" investing, which was a pensions investment staple, and broadly meant that when a member got within a certain period of time before their scheme retirement date, their investments would begin to be automatically switched to lower risk investments, in advance of annuity purchase. However, since the flexible pensions regime was introduced in April 2015, the concept of lifestyling is no longer fully relevant, as pension scheme members can access part or all of their savings at any time after age 55 and more members are less likely to want to purchase an annuity.

You may wish to consider moving your savings into less risky funds as you near your own intended retirement age, or to match as closely as possible with your intentions regarding drawing some or all of your retirement savings. We strongly urge you to seek financial advice before embarking upon such a step, as investment professionals will be able to provide clear guidance on how best to meet your personal objectives.

At Retirement

Pension Freedom

The pension changes introduced in 2015 give you greater freedom and control over how to take your retirement savings. Individuals now have more choice, access and flexibility with how to use their pension account savings at any time after age 55. When you decide it's time to take your retirement benefits, you will find that your account has a number of valuable flexible options. Nearer the time, you can choose from a range of options to help tailor your pension benefits to your needs.

You may wish to choose one, or a combination, of the options below. Whichever option(s) you choose, you will be able to take up to 25% of your pension account value as a tax free lump sum.

Your retirement options

Flexible access to your savings is available at any time after age 55.

You may choose from the following:

- Tax free cash sum of up to 25% (available with any combination of options)
- Guaranteed income (by purchasing an annuity)
- Cash lump sums (taken at regular intervals from your account – 25% of each may be tax free)
- Leave your savings invested (take money out when you need it. See 'Flexible access' below too)

Flexible Access

You will also have the option to move to another plan that gives you the flexibility to take the regular income you want, when you need it. This is known as drawdown and provides a flexible alternative to selecting the guaranteed lifetime income referred to above, which is also known as an annuity. There are advantages and disadvantages to each retirement option and you are strongly recommended to take independent financial advice before you make your final decision at retirement.

State Pension

Your pension benefits will be paid on top of any State pension to which you are entitled. To find out how much State pension you might receive, you can contact the DWP (please see page 16).

Impartial Guidance

Everyone can now access free impartial guidance to help them make sense of their options at retirement. This government service is called Pension Wise and is provided by the Citizens Advice Bureau and the Pensions Advisory Service. Please visit **www.pensionwise.gov.uk** for further details.

Dealing with changing circumstances

What happens if I leave my employer for some reason?

1. Your account will continue to be invested and administered by the Trustees but you will no longer be able to make contributions (as it is an employer's workplace pension scheme)
2. You may transfer your pension fund to your new employer's pension scheme, if your new employer permits
3. You may transfer your fund to a registered pension scheme in your own name
4. If you are aged 55 or over, you may take benefits from your pension account

You should obtain independent financial advice about your preferred option from an adviser of your choice.

It is very important that you notify Corpad of any change of home address and/or email after you have left service.

What happens if I die before I start taking my pension benefits?

You can suggest one or more persons to receive the death benefits and the Trustees will bear your wishes in mind but will not be bound to follow them. It is important that you tell the Trustees in writing when your account is set up who you would like to receive the benefit on your death and an Expression of Wish form is available for this purpose. In the event that your wishes change, it is your responsibility to ensure you update your Expression of Wish form to reflect your current circumstances.

Where to get help

Many questions can of course be answered by your usual contacts at your place of work. However, there may be times you might prefer to raise questions directly with the administrators of the Master Trust, Corpad.

Corpad offer a dedicated email response service for all members; or if you prefer, you can ring for friendly and professional support.

Email:

info@corpad.co.uk
(Please provide your employer's name, your name and NI number)

Phone:

0113 220 3630

Remember to also contact Corpad with any update to your personal details or if you change your personal address.

Financial Advice

If you need individual advice services, you should talk to your usual financial adviser or you can contact IFA Promotion. This is a free service that will help you locate a financial adviser in your area. Visit their website at: **www.unbiased.co.uk/find-an-adviser**. Remember, you may be charged for using the services of an adviser.

Your employer may have used the services of an IFA to arrange the workplace pension scheme, so you could ask your employer if there is any service available for members from that same IFA.

Technical Information

The Scheme

The Scheme is a multi-employer defined contribution pension scheme provided by Corpad Limited. The scheme is set up under a single or 'Master' trust which means that your pension fund is separately administered from your employer's business and is completely ring fenced from the assets of the pension provider.

Trustees

Trustees are essentially the guardians of members' funds.

The scheme is run by a professional board of three Trustees on your behalf who provide independent governance and are obliged to act in the best interests of all members.

The Trustees of the Corpad Master Trust are responsible for operating the scheme in accordance with the Trust Deed and Rules, the Pension Regulator's guidelines (particularly in relation to their quality guidelines) and HMRC Rules.

Trust Deed and Rules

This guide is intended to give you an overview of the scheme. If there is any inconsistency between this guide and the Trust Deed and Rules, the latter shall take precedence. The Trust Deed and Rules are held by the scheme administrator.

Maximum Pension Contributions

Most UK residents below age 75, can contribute to a pension scheme and benefit from tax relief. However, there are pension contribution restrictions of which you need to be aware – this is particularly important if you have made, or plan to make large pension contributions. These include government limits such as the Annual Allowance; the Money Purchase Annual Allowance and the Lifetime Allowance.

The Pensions Advisory Service is sponsored by the Department for Work and Pensions (DWP) and provides up to date information and guidance on these limits and many other aspects. Please visit www.pensionsadvisoryservice.org.uk for further information.

Maximum limits are subject to change by the government, as is the tax relief currently afforded to pension contributions. The tax treatment of pension benefits depends on your personal circumstances, benefit option(s) selected and changes to legislation. Your individual circumstances and HMRC tax rules may change in the future.

Tax Approval

The Scheme is registered under the Finance Act 2004. Under current legislation this gives favourable tax treatment to benefits and contributions up to certain limits. This guide is based on legislation effective for the tax year 2016/17 and in force pension rules and regulations, which may change from time to time.

The government may change the beneficial tax treatment applicable to UK pension schemes in the future.

Assigning pension benefits

You cannot give (assign) your pension benefits to anyone else.

Amendment or Termination

While your employer intends to maintain their membership of the Corpad Master Trust and make improvements as necessary to meet the needs of employees, they retain the right, with the consent of the Trustees, to amend or end their participation in the scheme at any time. If this happens, your rights will be protected and your benefits will be paid in line with the Trust Deed and Rules. At the same time, a replacement scheme will be set up into which you will be immediately enrolled which meets the government's minimum qualifying standards for workplace pension schemes.

Dispute Resolution

If there is anything you are unhappy about, you should contact the Trustees in the first instance. If you are not satisfied with their response, you should refer to the formal dispute resolution procedure provided by the Trustees.

Other Helpful Organisations

The Pensions Advisory Service (TPAS)

TPAS is available to help you and your beneficiaries resolve difficulties with the Scheme Administrators or Trustees. If you do not reach an agreement, you may contact the Pensions Ombudsman.

Office address:	11 Belgrave Road London SW1V 1RB
Phone:	0845 601 2923
Email:	enquiries@pensionsadvisoryservice.org.uk
Website:	**www.pesionsadvisoryservice.org.uk**

The Pensions Regulator (TPR)

TPR is responsible for supervising and enforcing the laws governing occupational pension schemes. TPR has the power to intervene in instances where trustees, employers or advisers have failed in their duties.

Office address:	Napier House Trafalgar Place Brighton BN1 4DW
Website:	**www.thepensionsregulator.gov.uk**

State Pension Forecast

Your pension benefits from this scheme will be paid on top of any State pension benefits you are entitled to. To find out how much State pension you might receive, you can contact:

Office address:	Future Pension Centre Department for Work and Pensions (DWP) Tyneview Park Whitley Road Newcastle upon Tyne NE98 1BA

Or you can complete the online application at:

Website:	**www.thepensionservice.gov.uk**

Tracing Pensions

If you believe you have a pension (for example, from a previous employer's scheme) but are not sure who to contact about it, the Pension Tracing Service can help you track it down. You can contact them at:

Office address:	Tyneview Park Whitley Road Newcastle upon Tyne NE98 1BA
Phone:	0845 600 2537
Website:	**www.thepensionservice.gov.uk**

The Pensions Ombudsman

The Ombudsman may investigate a complaint or dispute of fact or law, including interpretation of the rules of the scheme.

Office address:	11 Belgrave Road London SW1V 1RB
Phone:	0207 630 2200
Website:	**www.pensions-ombudsman.org.uk**

Data Protection

The Trustees will hold and process information about each member of the scheme. The information will be used to calculate and pay benefits due and to make sure the scheme runs efficiently. The information may be used by the Trustees, your employer, the scheme administrator and any other people who assist the Trustees in the administration of the scheme.

Data will be held while you are a member of the scheme or for a longer period if the Trustees consider this necessary so that they can answer questions relating to your benefits. Every care will be taken to ensure that your personal data is held securely.

As a member of the scheme, you agree to provide your personal data to the Trustees and consent to the processing of it. If your circumstances change at any time in the future, please inform the Trustees as soon as possible to ensure the information held remains accurate.

Pension Glossary

Defined Contribution

With a defined contribution pension, you build up a pot of money using your contributions and those of your employer, any tax relief allowed on those contributions plus investment returns. That pot of money can then be used to provide an income in retirement – these schemes are also known as 'money purchase' schemes. Unlike defined benefit (or final salary) schemes which promise a specific income, the income you get from a defined contribution scheme depends on factors such as the amount you pay in, the fund's investment performance and the choices you make at retirement.

Master Trust

A type of defined contribution, trust-based, occupational pension scheme, which allows multiple employers to join under a single or 'master' trust and for those employers to pay contributions for their employees.

Pensionable Salary

This is defined by your employer and is the figure upon which your contributions and/or those of your employer are calculated.

Normal Retirement Age

This is the standard target retirement age operated by your employer and is usually age 65. However, the scheme is flexible and you are allowed to start taking your benefits at any time after age 55.

Tax Free Cash Sum

This is sometimes referred to as a Pension Commencement Lump Sum (PCLS). When you retire, whichever option you choose, you can normally take 25% of your total pension savings as a cash lump sum, free of tax.

Annuity

A lifetime pension annuity has long been the traditional method of arranging a regular retirement income. It involves exchanging some or all of your pension pot(s) in order to purchase a regular retirement income for life from an insurance company or other annuity provider – with the guarantee that the money will not run our before you die.

More flexible methods of taking retirement income are quickly evolving, which are reducing the use of annuities, although they will retain their place as the vehicle of choice for those that wish to have a guaranteed income.

Drawdown

This is a flexible way of taking income from the pot of money you have built up in your pension fund(s) without the need to buy an annuity. The money remains invested and you take money directly from your fund as income, as and when you need it – as little or as much as you want. Whilst you are taking withdrawals from your fund, the remainder continues to be invested, giving it the potential for growth. However, you should note that the value of your funds can go down as well as up and is not guaranteed. Choosing a sustainable income level is key. Death benefits under a drawdown arrangement are generally accepted to be more favourable than under a lifetime annuity, but there are a number of pros and cons to evaluate.

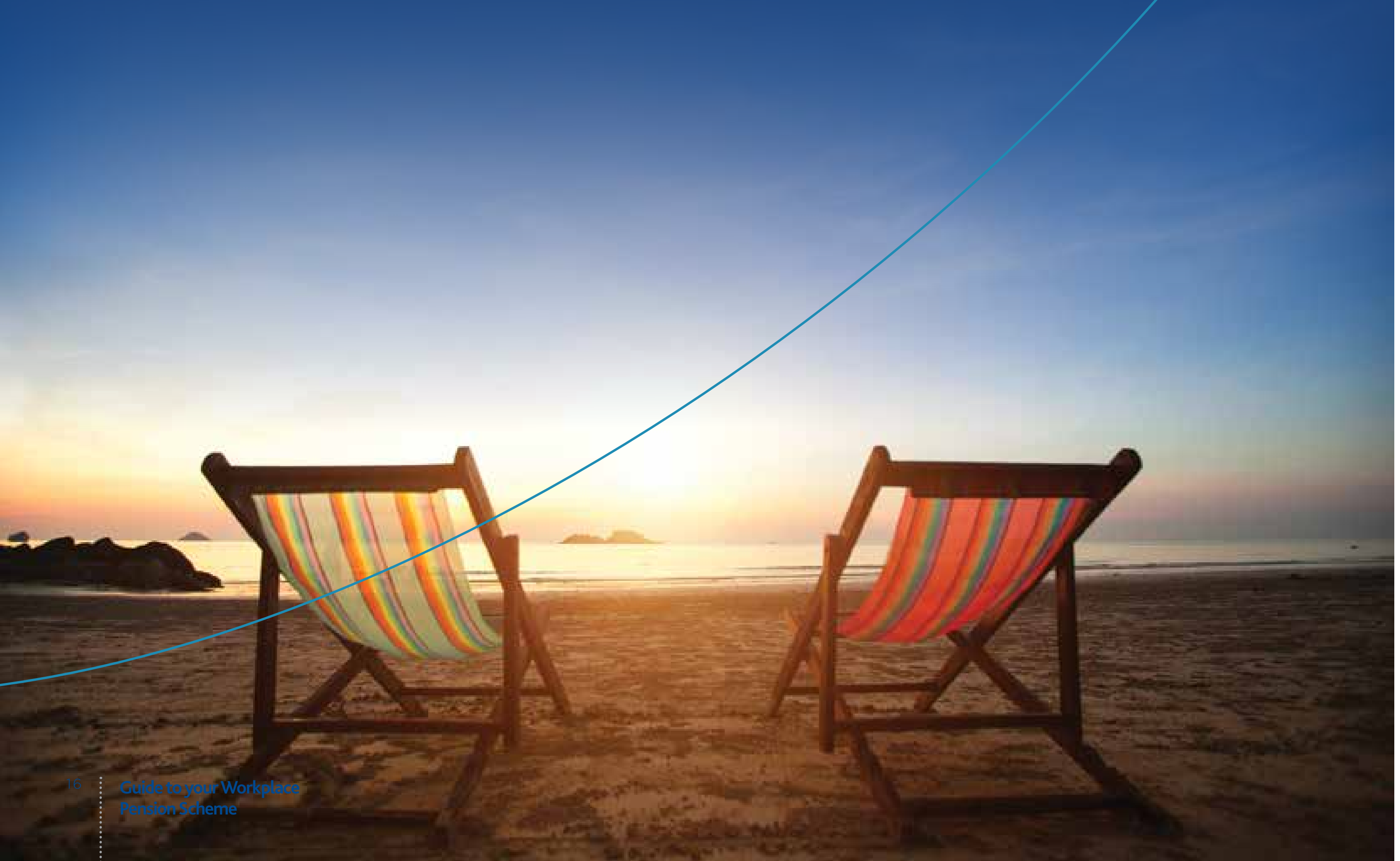
State Pension Age (SPA)

The age from which you will receive your State Pension entitlement. If you are not sure and need to find out your actual SPA, please visit: www.gov.uk/calculate-state-pension

Investment Risk

This relates to the balance of potential loss and potential gain as perceived by the investor. The more risk an individual is prepared to take with their investments, the higher the potential for return – but the greater the chance of loss. Lower risk investments on the other hand offer greater security but lower potential returns – meaning the value of investments may be at risk from erosion by inflation. An individual's risk tolerance will depend on their financial circumstances and goals. Financial risk tolerance can be split into two parts:

1. **Risk capacity** – the ability to take risk. Generally speaking, an individual with a higher level of wealth and income (relative to any liabilities they have) and a longer investment time frame will be able to take more risk – giving them a higher risk capacity
2. **Risk attitude** – willingness to take risk. This has more to do with the individual's psychology than their financial circumstances. Some individuals will find the prospect of volatility (the ups and downs) in their investments and the chance of losses distressing to think about. Others will be more relaxed about those issues. A financial adviser will be able to assess an individual's risk profile and establish which investment choices are suitable for their needs.



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