

BOC Retirement Savings Plan

Your countdown to retirement AVC form



This form is for notifying BOC Pension Services that you would like to:

- choose your Lifestyle or FreeChoice transition phase for your Additional Voluntary Contribution (AVC) investments (investment instructions). You can find this in Section 2.
- change your Target Retirement Age. You can find this in Section 3.



If you want to change your rate of AVCs, please use the *Joining/Change of AVCs form* at www.bocpensions.co.uk

Please complete all relevant sections, sign and date the form and return it to the address on the back page.

Section 1: Personal details (please use block capitals)

Surname:	<input type="text"/>	Title (e.g. Mr, Mrs, Dr):	<input type="text"/>
Forename(s):	<input type="text"/>	Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
National Insurance number:	<input type="text"/>	Date of birth:	(DD / MM / YYYY) <input type="text"/>
I am paid:	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Email address: <input type="text"/>
Work location:	<input type="text"/>	Daytime telephone number:	<input type="text"/>
Are you subject to the Money Purchase Annual Allowance (MPAA)? (i.e. have you already taken benefits from another pension scheme that triggers the MPAA?)			Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: Investment instructions

This section is for selecting where and how you would like to invest your future AVCs and the current value of your AVC fund. Make your investment choice(s) by completing Box 1 for BOC Lifestyle or Box 2 for BOC FreeChoice (opposite).



If you would like to change how your past and/or future AVCs are invested, you can complete a *Change of AVC Investment form* at any time. You can find this at www.bocpensions.co.uk

1. BOC Lifestyle

You select the age at which you plan to retire, and AVCs are invested in the BOC Lifestyle Fund.

There are three transition phases to choose from, depending on how you want to take your benefits at retirement:

- **The Annuity Lifestyle – the default option**

This assumes you will take a tax-free cash lump sum of 25% on retirement, and use the rest of your AVC fund to buy an annuity (a regular income).

- **The Income Drawdown Lifestyle**

This assumes you will take a tax-free cash lump sum of 25% on retirement, and transfer the rest of your AVC fund to an income drawdown arrangement – this will allow you to take a variable income to meet your needs.

- **The Cash Lifestyle**

This assumes you will take your whole AVC fund as a cash lump sum on retirement (the first 25% will be tax free).

I would like to invest, or continue to invest, future AVCs in BOC Lifestyle.
My chosen Lifestyle fund for the transition phase is indicated below.

Select your Lifestyle fund for the transition phase:

BOC Annuity Lifestyle
(the default option)

BOC Income Drawdown Lifestyle

BOC Cash Lifestyle

Please note that you can only select one BOC Lifestyle fund for your transition phase. You can also tick one of these three boxes as part of your BOC FreeChoice fund allocations. If this is the case, please leave the Lifestyle choice box above blank.

2. BOC FreeChoice

With BOC FreeChoice you select the strategy and investment funds to be used. You are responsible for the strategy used being appropriate to your particular circumstances at any time. You can include BOC Lifestyle funds in your BOC FreeChoice selection if you wish.

I would like to invest, or continue to invest, future AVCs in BOC FreeChoice.
My fund choice(s) are indicated below.

Growth funds	
Aegon BlackRock European Equity Index Fund	<input type="text" value=""/>
Aegon BlackRock Global Equity (70:30) Index Fund	<input type="text" value=""/>
Aegon BlackRock Japanese Equity Index Fund	<input type="text" value=""/>
Aegon BlackRock Pacific Rim Equity Index Fund	<input type="text" value=""/>
Aegon BlackRock UK Equity Index Fund	<input type="text" value=""/>
Aegon BlackRock US Equity Index Fund	<input type="text" value=""/>
BOC Diversified Growth Fund	<input type="text" value=""/>
BOC Equity Fund	<input type="text" value=""/>
BOC Growth Fund	<input type="text" value=""/>
Protection funds	
Aegon BlackRock Cash Fund	<input type="text" value=""/>
Aegon BlackRock Over 5 year Index-Linked Gilt Index Fund	<input type="text" value=""/>
Aegon BlackRock Over 15 year Gilt Index Fund	<input type="text" value=""/>
BOC Corporate Bond Fund	<input type="text" value=""/>
BOC Lifestyle Please also select your Lifestyle fund on the opposite page	<input type="text" value=""/>
BOC Pre-Retirement Fund	<input type="text" value=""/>
Total	100%

More information

Full descriptions of BOC Lifestyle and BOC FreeChoice, and the available funds, are provided in *Your guide to AVC investments* and leaflets from the investment manager, which are available at www.bocpensions.co.uk or from BOC Pension Services.

Please note:

The percentages must be in whole numbers, e.g. 33%, 33% and 34% and not 33.3%, 33.3% and 33.4%. The total must add up to 100%.

Section 3: Target Retirement Age

Your Normal Retirement Age is 65. If you would like to choose a different age at which to retire, please indicate this here:

Target Retirement Age

If you have already selected a Target Retirement Age, please skip to Section 4.

Section 4: Date of instruction

Please implement my instruction, as indicated in the relevant section(s), on the next available pay period after:

(DD / MM / YYYY)
/ /

Please note:

This form must be received by BOC Pension Services no later than the end of the month before the month in which you want the change to be applied (e.g. for a change in April, the form must be received by the end of March).

Section 5: Authorisation

I understand that if I am already taking benefits from another pension arrangement I must disclose this and may be subject to different tax allowances.

Signed:

(DD / MM / YYYY)
Date: / /

General Data Protection Regulation (GDPR)

I consent to my personal information (including any sensitive personal information) being held and processed by the Trustee, BOC Pension Services and any third party appointed for the effective running of the RS Plan. I understand that the Trustee and BOC Pension Services, and any third parties to whom they make the data available, will comply with the underlying principles of applicable data protection legislation, including the General Data Protection Regulation (EU) 2016/679.

If you want to know more about the data held which relates to you or the purposes for which it may be used, please refer to the data privacy statement provided separately to you, or alternatively please contact BOC Pension Services.

The Trustee may send you information about RS Plan to your work email address. If you leave employment, information may be sent to a different email address if you have provided one.

Legal note

The Trustee is not liable for any penalties arising as a result of any inaccurate information provided on this form, or any failure to provide relevant information.

Contact us

BOC Pension Services

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Helpline 0800 096 3214, pensions.uk@boc.com

