

BOC Retirement Savings Plan

Change of AVC investment form



This form is for notifying BOC Pension Services that you want to change how your Additional Voluntary Contribution (AVC) fund is invested. This form enables you to:

- move some or all of your existing AVC fund (i.e. the AVCs you have already built up);
- redirect where your future AVCs are invested; or
- both (i.e. move some or all of your existing AVC fund and redirect your future AVCs).

If you have any questions or queries about how to complete this form, please refer to the contact details on the back page.

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

Before completing this form:

- You should read *Your guide to AVC investments* and the available factsheets for a full description of the investment options available. This information is available on the website at www.bocpensions.co.uk or from BOC Pension Services on request.
- Refer to your latest AVC section benefit statement or, if you have changed your investment choice since receiving your benefit statement, your letter of confirmation from BOC Pension Services. Your benefit statement/confirmation letter will show where your AVC fund is invested at the effective date.

You will need this information in order to complete section 3 of this form.

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"/>
Work location:	<input type="text"/>	Daytime telephone number:	<input type="text"/>
Email address:	<input type="text"/>		

Section 2: Date of instruction

Please implement my instruction, as indicated in section 3, with effect from:

(DD / MM / YYYY)

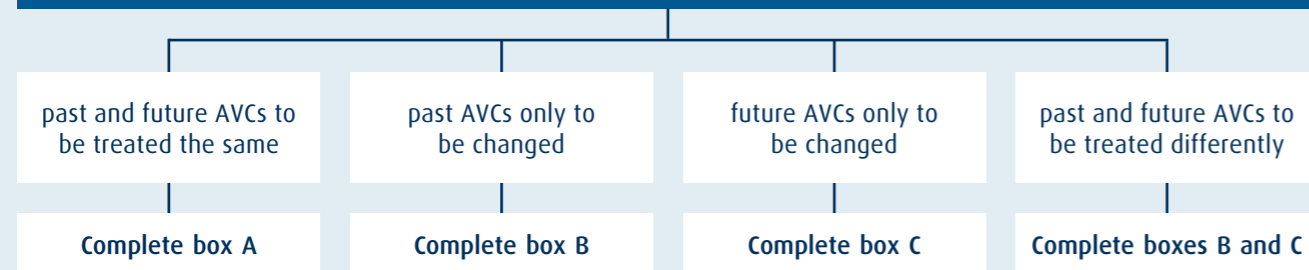
Section 3: Investment instructions

This section is for selecting where you want your AVCs to be invested. For an example of how to complete this section of the form, please see opposite.

Notes:

- You can change the investment of some or all of your AVC fund from one investment manager to another or between the different funds of the same investment manager.
- You can express changes to the investment of AVCs in terms of percentages or cash. The composition of your AVC fund will have changed since the date of your last benefit statement/confirmation letter due to changes in the value of your investments. Any contributions you have made since the date of your last benefit statement/confirmation letter will also affect the composition of your AVC fund. Therefore, if you express your new investment choice in cash, you will not be able to change precise values because you will not know the exact value of your AVC fund.
- If you would like AVCs to be invested in BOC Lifestyle, please indicate your estimated year of retirement. This can be any year between your 55th and 65th birthday. If you do not indicate your estimated year of retirement, it will be assumed that you would like to start receiving your AVC section benefits from your 65th birthday.

If you would like to change your investment choices and you would like your:



Box A Please make the same changes to the investment of my existing AVC fund and future AVCs

From:	To:
-------	-----

Box B Please make changes to the investment of my existing AVC fund

From:	To:
-------	-----

Box C Please make changes to the investment of my future AVCs

From:	To:
-------	-----

Section 4: Authorisation

Signed:

Date:

(DD / MM / YYYY)
/ /

Example of how to complete section 3 of this form

1 First, John looks at his latest AVC section benefit statement which shows how his existing AVC funds are invested.

Investments and fund value

Investment choices	Unit price	Value
Aegon BlackRock 70/30 Global Equity	£0.800	£2,500.00
BOC Corporate Bond	£0.325	£2,500.00
BOC Lifestyle	£0.423	£5,000.00
Your Account value		£10,000.00

2 After assessing his retirement needs and reading Your guide to AVC investments, John decides to make changes to the investment of his existing AVC fund and future AVCs.

Existing AVC fund:

John decides that his existing AVC fund (£10,000 as shown on his benefit statement plus the additional AVCs he has paid since the date of his last benefit statement) should now be invested as follows:

- £2,000 in BOC Equity
- £3,000 in BOC Lifestyle
- the remainder in BOC Growth

Future AVCs:

John decides that he would like to invest his future AVCs in different ways. He decides that they should be invested as follows:

- 50% in BOC Lifestyle
- 50% in BOC Growth

3 John completes section 3 as shown below.

The following example shows changes to the investment of John's AVCs in percentage and cash terms only. You should note that you can also show changes in terms of units if you wish.

Box B Please make changes to the investment of my existing AVC fund

From:	To:
25% Aegon BlackRock 70/30 Global Equity 25% BOC Corporate Bond 50% BOC Lifestyle	£2,000 BOC Equity £3,000 BOC Lifestyle Remainder BOC Growth

Box C Please make changes to the investment of my future AVCs

From:	To:
25% Aegon BlackRock 70/30 Global Equity 25% BOC Corporate Bond 50% BOC Lifestyle	50% BOC Lifestyle 50% BOC Growth

As John would like his existing AVC fund and future AVCs to be treated differently, he completes boxes B and C.

John writes the allocation as shown on his AVC section benefit statement.

John decides to express the changes to the investment of his future AVCs in percentage terms.

John knows that the value of his AVC fund will have changed since his last AVC section benefit statement so he does not change precise values (e.g. remainder in BOC Growth).

General Data Protection Regulation (GDPR)

I consent to my personal information (including any sensitive personal information) being held and processed by the RS Plan 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.

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

The Priestley Centre, 10 Priestley Road, The Surrey Research Park,
Guildford, Surrey GU2 7XY
Helpline 0800 096 3214, pensions.uk@boc.com



www.bocpensions.co.uk



Issue 1 – May 2020