



# Salary Exchange opt-in form

By completing this form you are agreeing that your pension contributions to the BOC Pension Scheme, Gist Limited Pension Scheme or BOC Retirement Savings Plan will be paid through Salary Exchange. Your contractual pay will be reduced by the value of your pension contributions should you choose to opt-in to Salary Exchange.

If your earnings are below a minimum amount, you will automatically be taken out of Salary Exchange. Please read the supporting material online at [www.bocpensions.co.uk](http://www.bocpensions.co.uk) to make sure you understand Salary Exchange.

If you want to opt-in to Salary Exchange, please sign this form and return it to the Pensions Department or email it to [pensions.uk@boc.com](mailto:pensions.uk@boc.com)

## 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"/>	Payroll number:	<input type="text"/>
National Insurance number:	<input type="text"/>	SAP number (if known):	<input type="text"/>
Email address:	<input type="text"/>		

## Section 2: Authorisation

Please accept this as notice that I wish to participate in Salary Exchange. I understand that my contractual pay will be reduced by the value of my pension contributions and I will benefit from the National Insurance savings offered by Salary Exchange. I have read and understood the Salary Exchange description.

Signed:	<input type="text"/>	Date:	( DD / MM / YYYY ) <input type="text"/>
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#### Legal note

Your employer 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.

#### General Data Protection Regulation (GDPR)

I consent to my personal information (including any sensitive personal information) being held and processed by the BOC Retirement Savings Plan Trustee, BOC Pension Scheme Trustee or Gist Limited Pension Scheme Trustee, BOC Pension Services and any third party appointed for the effective running of my pension scheme. 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 the GDPR.

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

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

## Contact details

BOC Pension Services, The Priestley Centre,  
10 Priestley Road, The Surrey Research Park,  
Guildford, Surrey GU2 7XY

**Helpline:** 0800 096 3214 (BOC TEL 750 4745)

**Email:** [pensions.uk@boc.com](mailto:pensions.uk@boc.com)

**Web:** [www.bocpensions.co.uk](http://www.bocpensions.co.uk)