



# A PENSION WORTH SHOUTING ABOUT

Introducing your  
Group Personal Pension Plan



Your employer has set up a pension plan with Royal London to help you save for your retirement. We're pension experts and we aim to make saving for your future as easy as possible.

We've put together this leaflet to show you all the flexible benefits that this plan has to offer you. Along with your **Key features**, it will help you decide if saving into a pension is right for you.

## **CONTENTS**

<b>Saving for your future</b>	<b>3</b>
<b>Flexible saving</b>	<b>4</b>
<b>Investing your retirement savings</b>	<b>6</b>
<b>Your plan online</b>	<b>8</b>
<b>Taking your retirement benefits</b>	<b>9</b>
<b>Introducing Royal London</b>	<b>10</b>
<b>The next step</b>	<b>11</b>

# SAVING FOR YOUR FUTURE

**The pension plan your employer has set up is not only a valuable employee benefit, it could also be the boost that your retirement needs.**

## Your retirement

You could spend over 30 years in retirement – that’s nearly as long as most people spend working. And unless you want to spend all that time relying on the State pension, you’ll need another source of income to rely on.

That’s because the State pension is only a safety net to stop people falling into poverty – it’s not enough to pay for your retirement dreams. So you need to think carefully about saving for your future.

And one of the best places to save for your retirement is into a pension – a product designed specifically for retirement planning.

## Your plan

Your employer has set up a group personal pension plan to help you save for your retirement. This is a collection of plans set up on a group basis and one of these plans will belong to you. The plan is completely separate from your employer’s business, so if you change jobs you can still save into it.

## Your contributions

Unless you decide otherwise, you’ll make contributions into your plan using salary exchange.

This means you’ll get tax benefits on the amount you exchange and your retirement savings will grow in a tax efficient way. Tax rules depend on individual circumstances and may change in the future, but for now it helps your savings to grow faster.

The amount you exchange, along with the contributions your employer makes on your behalf, are sent to us to invest in your chosen investments.

## Joining

Your employer will let you know when you can join the plan.

## Charges

Like all pension providers we charge for managing your plan. This is taken from the retirement savings you’ve built up.

Have a look at your **Illustration** for details of the charges that apply to your plan.

# FLEXIBLE SAVING

**We've made saving into your plan as easy as possible. Once you've agreed how much you're saving into your plan we'll work with your employer to do the rest.**

## Exchanging your salary

Salary exchange is an agreement between you and your employer where you exchange part of your salary in return for employer contributions into your plan. If you agree to salary exchange, it will form part of your contract of employment. Salary exchange can be known by other names such as Salary sacrifice or SmartPay.

The amount you agree to exchange is taken from your gross salary. This means you don't have to pay any tax or National Insurance Contributions (NICs) on it – the whole amount goes into your plan. Once it's invested in your plan it's allowed to grow in a tax efficient way. This may change in the future but for now it means your retirement savings are working harder for you.

Talk to your employer to find out more about exchanging your salary.

## Making changes

Your employer will let you know if you can change your contributions.

## Single contributions

Making single contributions to your plan is a great way to boost your retirement savings. So if you find yourself with spare cash you should think about saving it into your plan.

## Transfer payments

If you have retirement savings built up in other pension plans, you can transfer them into this plan. Having all your retirement savings in one place could make it easier for you to keep track of them.

Transfer payments from one pension plan to another don't receive tax relief and are not always in your best interests. You should speak to a financial adviser before you make a decision.

## Things to think about

You need to think carefully about whether salary exchange is right for you. Here are some of the things you should consider.

- If your salary drops below the national minimum wage as a result of salary exchange then it's not appropriate for you.
- If your salary drops below the lower earnings limit you won't pay any NICs. This could reduce your basic State pension which is based on the number of years you pay NICs. However, if you continue to pay NICs your basic State pension will be unaffected.
- Your entitlement to state benefits may be reduced as they are linked to your gross earnings which will reduce after salary exchange.

If you don't think salary exchange is suitable for you then speak to your employer.

# INVESTING YOUR RETIREMENT SAVINGS

No matter what type of investor you are, our award-winning range of investments has something to suit everyone. It caters for the very cautious to the very adventurous and everyone in between. So we're sure you'll find an investment option that you're happy with.

## Your options

When deciding how to invest your retirement savings, you have two main options. Your employer, along with their financial adviser, may have set up an investment choice for your plan. Your employer will give you more information about this. You can stick with this option or you can choose your own.

## Choosing your own investments

### **A helping hand**

You can choose one of the 'off-the-shelf' solutions from our Governed Range and leave the hard work of managing and reviewing investments to our specialists. Our Governed Range consists of Lifestyle Strategies and Governed Portfolios. These are designed to take account of the time until you retire and the level of risk you are willing to take.

### **Manage your own investments**

If you're confident enough to go it alone, you can create and manage your own investment strategy by choosing from our carefully selected range of funds.

You'll have access to our in-house funds, managed by our asset management division, Royal London Asset Management (RLAM), as well as a range of funds managed by some of the world's leading investment companies.

## Finding out more

You can find out more about your investment options in our **Pension investment options** guide. You can download a copy from [yourplan.royallondon.com/pension](https://yourplan.royallondon.com/pension)

If you need help deciding on a suitable investment option speak to a financial adviser.

### **Reviewing your investments**

Our investment experts regularly review all our investments to make sure they're meeting their overall objectives. This gives you peace of mind that your retirement savings are in good hands. This ongoing governance comes at no extra cost to you.

It's also a good idea if you regularly review your investment choice to make sure it's still suitable for you, especially if your circumstances change.

### **Remember**

There are lots of things you need to consider before making any investment decisions, and regardless of the investment path you follow investment returns are never guaranteed.

This means that the value of your investment can go down as well as up and you might not get back the value of the original investment.

# YOUR PLAN ONLINE

**Our website is packed full of useful information about pensions. If you join your employer's pension plan you'll be able to use our award-winning online service to help you keep track of your plan.**

## The Royal London website

If you visit our website you'll find lots of handy facts and figures about saving into a pension. You'll also be able to use our risk profiler tool and Lifestyle planner. They'll help you get an idea of your attitude to risk and how much you could save by cutting back on a few little luxuries.

You'll find our website at **[yourplan.royallondon.com/pension](http://yourplan.royallondon.com/pension)**

## Online service

Our secure online service is simple to use, quick and easy to access and available 24 hours a day, 7 days a week. This means you can access your plan details at a time and place that suits you.

Once registered, you can use the online service to do a variety of things, including:

- checking the value of your retirement savings
- making changes to your personal details
- viewing all contributions into your plan.

If you join your employer's pension plan we'll write to you with details on how to register for our online service.

Access your plan details **at a time and place that suits you.**

# TAKING YOUR RETIREMENT BENEFITS

The savings you've built up in your plan belong to you, and when it's time to take your retirement benefits, you'll find your plan has a number of flexible options.

## Your choices

You can access your retirement benefits from age 55, even if you're still working.

You can currently take up to 25% of your plan value as a tax-free cash sum. Useful if you want to pay off your mortgage, go on a dream trip or simply have extra money to meet the cost of living. The rest of your plan, or all of it if you haven't taken a tax-free cash sum, is used to provide you with a taxable retirement income.

You don't have to take your income from us. You're free to shop around other providers to get the best rates. There's no charge if you do this.

## **DID YOU KNOW?**

If you die before you take any or all of your retirement benefits, your savings could be paid to one or more beneficiaries of your choice.

The savings you've built up in your plan **belong to you.**

# INTRODUCING ROYAL LONDON

**We've been helping people plan for their financial future since 1861. Today, we're the UK's largest mutual life and pensions company - and that's reassuring for anyone who saves with us.**

**We don't have any shareholders, which means we can focus solely on delivering the best possible outcomes for our customers.**

**Everything we do, from our carefully selected investment choices, to our excellent customer and online service, is designed to make saving for your future as easy as possible.**

But you don't have to take our word for it - our long list of industry awards proves it. As Scottish Life, we picked up some great awards we're really proud of, including:

- Company of the Year in 2014
- Best Pension Provider from 2011-2014
- 5 Stars for Excellent Service for five years running

# THE NEXT STEP

**We hope this leaflet has helped you make up your mind about joining the pension plan your employer has set up.**

You should also read your **Illustration** and the **Key features** included in your pack to help you decide.

However, if you're unsure that this pension plan is right for you, or if you have any questions, then you should speak to a financial adviser.

If you don't have a financial adviser you can find one in your area at **[www.unbiased.co.uk/find-an-adviser](http://www.unbiased.co.uk/find-an-adviser)**. Remember, you may be charged for this service.



**Royal London**  
1 Thistle Street, Edinburgh EH2 1DG  
**royallondon.com**

All literature about products that carry the Royal London brand is available in large print format on request to the Marketing Department at Royal London, St Andrew House, 1 Thistle Street, Edinburgh EH2 1DG.

All of our printed products are produced on stock which is from FSC® certified forests.

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 117672. It provides life assurance and pensions. Registered in England and Wales number 99064. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Marketing Limited is authorised and regulated by the Financial Conduct Authority and introduces Royal London's customers to other insurance companies. The firm is on the Financial Services Register, registration number 302391. Registered in England and Wales number 4414137. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Corporate Pension Services Limited is authorised and regulated by the Financial Conduct Authority and provides pension services. The firm is on the Financial Services Register, registration number 460304. Registered in England and Wales number 5817049. Registered office: 55 Gracechurch Street, London, EC3V 0RL.