



## Scheme Level Information Form

Please use black ink and write in CAPITAL LETTERS or tick  as appropriate. Any corrections must be initialled. Please do not use correction fluid as this will invalidate your application.

### About this form

This form is for existing schemes adding Premier Group Money Purchase Pension investments, with existing investments continuing to existing contracts.

Copies of the plan terms and conditions and the completed application form(s) are available on request.

### Section A – Scheme name

Scheme Name

Retirement Benefits Scheme
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Scheme Number

				P			
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You may already have details of our Premier Group Money Purchase Pension ("Premier"). If not, and if you would like more information, please speak to your Prudential Account Manager or call our Scheme Contact Centre. The information in this pack assumes that the scheme basis will be changed to take advantage of the Premier Terms.

Once the basis of the scheme has been changed:

- **If contributions are payable on a variable basis**, Premier will apply for all new members and all single contributions, including single contributions for existing members. Regular contributions for existing members will continue to be invested in the current contract(s).
- **If contributions are not on a variable basis**, Premier will apply for new members and all contribution increases for existing members. The current amounts of contributions for existing members (immediately before changing to Premier) will continue to be invested in the current contract(s).

It should be noted that, for contracts set up before 1 October 1997, this will limit contributions eligible to be invested in the Scottish Amicable Insurance Fund, the "closed fund"\*. After Premier investments are added, no contribution increases will be eligible for investment in the closed fund.

\* Policies set up before 1 October 1997 (when Scottish Amicable was taken over by the Prudential Group) participate in the closed fund and will benefit from the remainder of the Scottish Amicable Life Assurance Society estate ("the estate") which was transferred to the closed fund.

**The Scheme Level Information in this form should be completed if Premier is to apply for an existing scheme, to confirm the new terms for the scheme. Sections A – F should be completed by the scheme trustees and sections G – J by the scheme adviser. The completed form should then be returned with the first Premier application or member schedule.**

**Copies of the plan terms and conditions and the completed application form(s) are available on request.**

## Section B – Scheme investment strategy

If you want the Lifetime Investment Option (see below), you can also choose the investment linked fund(s) to be used initially, or you can leave the selection to us (i.e. use the "default funds").

If you do NOT want the Lifetime Investment Option, please complete the table below to confirm the investment fund(s) to be used.

If you want the Pension Protector Option (see below), you must choose the investment fund(s) to be used.

Fractions of 1% should not be used.

You can invest in up to six funds for regular contributions and a maximum of six funds for each total single contribution.

The With-Profits Fund is not available for new or additional investment if within three years of Normal Retirement Date (and, if chosen, would be treated as an application to invest in the Cash fund).

Chosen Funds	% to be invested in each fund
	%
	%
	%
	%
	%
	%
Total	100%

If you want the Pension Protector Option OR the Lifetime Investment Option, please complete the rest of this section (ticking only one box). Otherwise, please go to section C.

These options do not apply to With-Profits investments.

Lifetime Investment (Cautious)

Lifetime Investment (Opportunity)

Lifetime Investment (Balanced)

Pension Protector Option

*If you have chosen one of the Lifetime Investment strategies without choosing any investment linked fund(s), we will assume that you are happy to start with the funds we choose. There is a set basis, we don't make an individual choice.*

*More information on our fund choices can be found on our website [www.pruadviser.co.uk](http://www.pruadviser.co.uk)*

## Section C – Scheme earnings definition

If contributions are not currently calculated as a percentage of earnings, but you now want to include percentage contributions, please confirm the definition of Scheme Earnings e.g. total taxable pay, monthly rate of basic pay.

## Section D – Scheme contribution basis

### Please tell us the contribution rate(s) for the Scheme

Please show the names to be used for all the Sections in the table below. If you want only one section, you should complete Section Number 1.

If you want more than 6 sections, please copy this page and use the copy to give us the additional information.

Number	Section Name
1/whole scheme	
2	
3	
4	
5	
6	

- For sections which do NOT have tiered contribution rates, please complete the table below to show the contribution levels and the age to be used for the Normal Retirement Date.
- If you want Tiered Contributions for any of the sections, please give the details in section E.
- Member contributions can be shown as NIL.
- Employer and Member Contributions for each section must both be percentage rates or both fixed amounts.

Section Number	Employer Contribution		Member Contribution		Normal Retirement Date*
	£ pm	or %	£ pm	or %	

\*Show the age to be used for the Normal Retirement Date.

## Section E – Tiered contribution details

If you do **NOT** want tiered contributions for any Section(s) listed in section D, please go to section F. If you **DO** want tiered contributions for any Section(s), contributions will be calculated as percentages of Scheme Earnings. Please read the notes below, complete the rest of this section and then go to section F.

- ▶ You can enter details (the contribution basis, the birthday to be used for the Normal Retirement Date and the contributions percentages) for two Sections using the tables on this page.
- ▶ If you want to have more than two Sections, please copy this page before you start, then use a copy to confirm the details for the other Sections, matching the numbers you used in the table in section D. Please then staple the extra pages to the back of this form.
- ▶ Please use one of the tables for each Section which is to have a different contribution basis.
- ▶ You can set the first tiered percentage rates as 0% for the Member.
- ▶ Please match the Section Numbers for each table to the numbers you used in the first table in section D.

**For age-related contribution tiers**, the percentage rates will apply up to and including the ages you show in the table, age being the age attained when the member joins the Section and on each subsequent Scheme Review Date.

**For service-related tiers**, the percentage rates will apply up to and including the number of years you show in the table. Increases to the next rate will be on the Scheme Review Date coincident with or following completion of the "service years".

Section Number

Section Number

Are contributions to be:

Are contributions to be:

Age related?  or Service-related?

Age related?  or Service-related?

Normal Retirement Age

Normal Retirement Age

Up to Age/Service completed	Employer %	Member %

Up to Age/Service completed	Employer %	Member %

## Section F – Declaration for completion by Trustee(s)

We declare that to the best of our knowledge and belief, the information on this form and any attached sheets is true and complete. We request that Prudential issue a Premier Group Money Purchase Pension plan ("Premier") to us as Trustees of the Retirement Benefits Scheme covering investment for each member for whom details are sent to Prudential. We agree that the Premier plan shall be issued in terms of the details we gave to Prudential and any statements made by the members to Prudential or Prudential's Medical Examiner together with Prudential's acceptance terms.

- ▶ **if existing contributions are currently paid on a variable contribution basis to an OmniPension Plus plan**, all regular contributions for all existing members (as at the date of completion of this application form) will continue to be invested in the existing plan(s), but regular contributions for new members (from the date of completion of this application) and all new single contributions (for existing and new members) will be invested in Premier.
- ▶ **if current regular contributions are not variable** (paid using a direct debiting instruction or by cheque), no new contributions will be paid to the existing contracts. In particular, for contracts set up before 1 October 1997, only the current contribution amounts will continue to be invested in the current contracts. This will, therefore, limit contributions eligible to be invested in the Scottish Amicable Insurance Fund, the "closed fund\*".

We, therefore, acknowledge that contributions not invested in the closed fund will not benefit from the distribution of the estate, and that all contributions paid to the Premier plan will be invested in the Prudential Life Fund.

\* Policies set up before 1 October 1997 and participating in the closed fund will benefit from the remainder of the Scottish Amicable Life Assurance Society estate ("the estate") which was transferred to the closed fund following acquisition of the Scottish Amicable group by Prudential.

Trustee(s) Signature

X

Date

D	D	M	M	Y	Y	Y	Y
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Name in block capitals

**Please complete the Direct Debit Instruction below if contributions are not variable but are currently paid by cheque – as all future regular contributions, including the existing contributions, must be paid each month by Direct Debit Instruction. If you have already sent a cheque for an existing yearly contribution, we will contact you separately about this.**

### Instruction to your bank to pay Direct Debits

Please complete Parts 1 to 4 to instruct your Bank to make payments directly from your account.

1. Name of account holder (BLOCK CAPITALS PLEASE)

2. Bank Sorting Code Bank Account Number

3. Name and address of bank (BLOCK CAPITALS PLEASE)

To: The Manager  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Originator's Reference  
(Prudential use only)

**PRUDENTIAL**  
Lancing BN15 8GB

Originator's Identification Number

9 9 4 2 0 0

4. Your instructions to the Bank

- ▶ I instruct you to pay Direct Debits from my account at the request of Prudential.
- ▶ The amounts are variable and may be debited on various dates.
- ▶ I understand that Prudential may change the amounts and dates only after giving me prior notice.
- ▶ I will inform the Bank in writing if I wish to cancel this Instruction.
- ▶ I understand that if any Direct Debit is paid which breaks the terms of the Instruction, the Bank will make a refund.

Signature(s)

Date

Banks may decline to accept instructions to pay Direct Debits from some types of accounts.

**Sections G – J should be completed by the Scheme Adviser.**

### **Section G – Commission instructions**

Conversion to Premier Group Money Purchase Pension will result in nil commission.

## Section H – Scheme size

Please indicate expected average monthly contributions\* over the first year (to 2 decimal places).

£

Please indicate expected number of members\*      100 or more       99 or less  tick only one box

\* i.e. the average monthly contribution and number of members for whom regular contributions are to be paid to the Scheme, includes those where contributions are invested in earlier (pre-Premier) plans.

## Section I – Routing instructions

Please confirm the details for issue of plan documents and yearly benefit statements

Plan Documents

Direct to the Scheme contact\*

To you, to pass to the Scheme contact\*

Yearly Statements

Direct to the Scheme contact\*  
(scheduled information to you)

To you, to pass them to the Scheme contact\*

\*Please confirm the Scheme contact name and address for this purpose.

## Section J – Adviser's authority

Please arrange to alter the Scheme terms to the basis confirmed in this form.

Signature

X

Date

D	D	M	M	Y	Y	Y	Y
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Name in block capitals

Position in firm

Date

D	D	M	M	Y	Y	Y	Y
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[www.pru.co.uk](http://www.pru.co.uk)

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