

# DESIGNERS GUILD

Group Personal Pension

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## Employee Enrolment Form

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### Personal Details

Title                      Mr       Mrs       Ms       Miss       Other

Forename(s)

Surname

Address

National Insurance Number

### Retirement age

The scheme retirement age is 65. You can retire from any age between 55 and 75 under current legislation. There are no penalties to retire earlier or later than the scheme date.

### Designers Guild contributions

If you elect to join the scheme Designers Guild will make a contribution on your behalf into the Group Personal Pension. The contribution will not affect your salary or take home pay in anyway.

You can elect to make personal contributions now or at any time in the future.

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### Authorisation to deduct personal contributions

I authorise Designers Guild to deduct £  net per month with effect from my ..... salary on the understanding that it will be forwarded to AVIVA together with the company's own contribution.

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### Investment of contributions

You will automatically be invested in the nominated funds as described in the Important Information document. If you wish to choose your own funds then please complete the investment choice section.

## Signature and important notes

I apply to be a member of the Designers Guild Group Personal Pension and agree to be bound by the schemes rules. I want a number of arrangements for non-protected rights to be created at outset and if protected rights are included, further separate arrangements should be set up to accept them.

If payments other than a transfer payment are being made, I confirm that I am eligible to join the scheme, and get tax relief at source on my payments, because I am:

- Currently resident in the UK or
- A Crown servant or spouse of a Crown servant, or
- In receipt of earnings which are chargeable to UK income tax, i.e. 'relevant UK earnings'.

For any tax year, the total contributions I make to any registered pension scheme in respect of which I am entitled to tax relief under section 188 Finance Act 2004 will not exceed the higher of the basic amount, or my relevant UK earnings within the meaning of section 189 of the same Act, for that tax year.

I confirm that the above details are true and correct to the best of my knowledge

▶ Signature

▶ Date

### Your payments

Your payments will be deducted from your pay after tax and National Insurance and will be net of basic rate tax.

### Contracting out

If you are currently contracted out of the state second pension then we have presumed that you want to remain contracted out. If this is not the case then you should contact AVIVA and notify them of your intentions.

### The process

- Information will be passed to AVIVA from your employer. This will enable AVIVA to produce illustrations and/or set up your plan details on AVIVA(s) computer systems.
- When electronic information is received and used to set up computer records you will be sent a policy document. You will also be sent a cancellation notice (only to be completed if you wish to CANCEL the plan), a post sales illustration which outlines the possible benefits and a confirmation of policy details. The last document should be checked and any errors/omissions should be reported to AVIVA within 30 days of receipt. Otherwise your plan will proceed on the basis shown.

### Important – Data Protection

- Information you supply may be used for the purposes of administration of the contract by any company within the AVIVA Group, by re-insurers, by third parties who provide services to AVIVA and by your insurance intermediary. It may be transferred to any country, including those outside the European Economic Area, for any of these purposes.
- Insurers and their agents share information with each other either directly or through registers and databases in order to prevent fraudulent claims and to assess whether to offer insurance, including the terms.

In the event of a claim, the information supplied as part of the application and the claim form, together with other information relating to the claim may, on request, be supplied to other insurers or to relevant registers or databases.

## Investment Choice

Your contributions will automatically be invested in the nominated selfstyle approach as described in the accompanying Important Information document unless you indicate otherwise.

If you wish to select your own funds then please complete the following. You should refer to the AVIVA pension fund guide for full details of which funds are available to your plan as well as the Lifestyle guide for the lifestyling options.

Fund Name	Regular payments %	Transfer payment %
<b>Total</b>	<b>100%</b>	<b>100%</b>

If you want to use one of the Lifestyling options that are available then make your selection from the boxes.

Balanced approach  Opportunity approach

**Please note – you should only complete one lifestyling option and you should not choose a lifestyling option as well as making individual fund choices.**