

8 April 2021

Mr Ashish Tosh
Flat 4
Clarence House
Dale Street
Leamington Spa
CV32 5AD

Your unique reference number is: 2364823

Dear Mr Tosh

Enrolment into the Sumo Digital Ltd GPP

To help people save more for their retirement, the government requires employers to enrol or re-enrol their workers into a workplace pension scheme. This applies to those who aren't already in a scheme, which meets the government's standards, or do not pay the minimum contributions and who:

- earn over £10,000 a year (£833 every month);
- are aged 22 or over; and
- are under State Pension age.

As you meet the criteria listed above, or have elected to opt-in, we have enrolled or re-enrolled you into our pension scheme on 1st March 2021. The scheme is provided by Scottish Widows.

If you were previously a member of our scheme with Scottish Widows any future pension contributions will be paid to your existing plan if it is still suitable. Your contributions will be invested in the same way as your previous contributions to the plan. Please refer to your existing plan documents for details of the charges, fund choice and other information on your plan, or alternatively, contact Scottish Widows.

More information on the scheme can be found at www.scottishwidows.co.uk/gppae/ or by contacting Scottish Widows on 0345 755 6557.

More information on workplace pensions can be found here: www.gov.uk/workplacepensions

Some of the benefits of being a member of a pension scheme are that:

- Sumo Digital Ltd will pay into it regularly
- Your pension fund belongs to you, even if you leave us in the future
- You can choose to opt out of the scheme if you want to, but if you stay in you'll have your own pension which you'll get when you retire.

Details of how to opt out are included in the 'Questions you may have' section of this letter.

Why is this happening?

The government's aim is to encourage more people to save for their retirement to provide additional financial support, on top of the State Pension, when they come to retire. The full State Pension in 2020/2021 is only £175.20 a week for a single person. Very few pensioners complain about having too much money and so having something other than the State Pension could help make your retirement more comfortable.

Employers are required to enrol or re-enrol their workers automatically into a scheme to make it easier for people to start saving.

What does this mean for you?

The following payments will be made into your pension fund:

- Our contribution - an amount equal to 3.00% of pensionable earnings.

Pensionable earnings are the earnings used to calculate your pension contribution.

Remember, if your earnings are more or less than the amount used in the example, the actual contributions for you will be higher or lower than the amounts shown.

How much will you get from this pension when you retire?

Scottish Widows will provide you with an illustration showing the income you might get once you reach your pension age. However, please note that if contributions are currently being paid to an existing plan, no illustration will be provided. You can also see how the value of a pension fund can increase, using their online pension calculator. Please Register your Workplace Pension at <https://www.scottishwidows.co.uk/register> in order to access the calculator.

The pension scheme

You'll receive a statement each year from Scottish Widows showing how much money has gone into your pension fund and its current value, so you can see how it's doing.

If you want to, you can even decide how your pension fund is invested, but you don't have to. You can find details of the investment choices in the member guide which can be found with the scheme information www.scottishwidows.co.uk/gppae/ or by contacting Scottish Widows on 0345 755 6557 .

What you need to do now

If you want to stay in the pension scheme you don't have to do anything. Your details will be passed to Scottish Widows and your pension fund will be set up when the first contributions are received.

If you want to opt out of the pension scheme, follow the instructions in the Q & A.

If you decide to opt-out you will have a smaller pot to support you financially in retirement. If you choose to opt-in at a later date you may have to contribute significantly more to get a similar sized pension pot.

Yours sincerely

Mr Andy Stewart
Group Director of Finance

Questions you may have

Will the amounts paid into my pension fund change?

Yes, as the contributions are expressed as a percentage of your earnings, the amounts will automatically increase or decrease if your earnings go up or down, or if your pay differs from one pay period to the next.

The minimum contribution percentage was increased in April 2018 and then again in April 2019. The Government has no plans currently to make any further increases in the minimum contribution percentage.

How do I opt out?

To opt out, go to www.scottishwidows.co.uk/gppae/ where you can complete an on-line request. You will need to quote your unique number which is 2364823. If you don't have access to the internet then you can request an opt out form by calling 0345 755 6557.

If your completed opt-out request is received between the 8th April 2021 and 7th May 2021 you'll be removed from the pension scheme. Any contributions you've already made will be refunded, and you won't have become an active member of the scheme on this occasion.

If you want to stop making contributions after the 7th May 2021 you can do so. The contributions you have made already may not be refunded however, and our contributions and any tax relief would stop. You will be able to take benefits from any contributions that remain in your pension fund when you retire.

If I opt out or stop making contributions, can I re-join the pension scheme at a later date?

Yes, you can re-join the pension scheme. To do so contact HR Manager (sumo-hr-team@sumo-digital.com) in writing by sending a letter, which has to be signed by you. Or if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme". You might only be able to re-join once in any 12 month period.

A regular reminder

If you opt out or stop making contributions you will be automatically enrolled back into a pension scheme at a later date (usually every three years) if you are still eligible at that date. This is because your circumstances may have changed and you may decide it is the right time for you to start saving for your retirement. We'll contact you when this happens and, if you decide the time is still not right for you, you can opt out again.

Where can I get further information?

If you have any questions about your enrolment or contribution levels, contact HR Manager (sumo-hr-team@sumo-digital.com).

For information on pensions and saving for later life visit: **www.gov.uk/workplacepensions**

If you have any questions about your pension fund, contact:

Scottish Widows, 15 Dalkeith Road, Edinburgh, EH16 5BU.
0345 755 6557
www.scottishwidows.co.uk

A commitment from us

If you earn over £6,240.00 a year, are under 75 and work or usually work in the UK, (these criteria are set by the government):

- we must by law continue to maintain your membership, and ensure the scheme continues to meet certain government standards; and
- if we close the scheme, or change it so it no longer meets the government standards, we must immediately put you into another one that meets those government standards.