

Khulululekani Mkhonza
164 Severn Drive
Upminster
RM14 1PW

27/06/2014

Dear Khulululekani,

Previously we wrote to you to let you know we would be assessing your eligibility to be automatically enrolled into the Colleague Pension Scheme. We can now confirm that you were eligible to be automatically enrolled and we have therefore automatically enrolled you. You were automatically enrolled into the scheme on the 1st January 2014.

Due to recent changes in pension's law we needed to enrol you into this scheme, which meets new legal standards. The scheme is provided by NEST the government backed pension provider. NEST offer low annual charges and a pension that you can keep contributing to whether they change employment or stop working.

Contributing to your NEST pension

Under the scheme you'll make personal contributions towards your pension and we'll also make employer contributions to your pension as long as you have qualifying earnings of over £481 a month. You'll also get extra contributions from the government through tax relief at the basic rate which will go directly into your pension once NEST has claimed it from the government.

Minimum contributions will increase from 2017 in line with new pension's law.

How we calculate contributions

We calculate contributions based on your monthly qualifying earnings between £481 but not more than £3,489. This includes basic pay, bonus, overtime and statutory payments e.g. Statutory Maternity Pay (SMP) and Statutory Sick Pay (SSP).

- You'll pay: 0.8 per cent of your qualifying earnings per month. These contributions will be deducted from your pay.
- You'll also get an extra contribution of 0.2 per cent of your qualifying earnings in the form of tax relief from the government.
- We'll pay: 1 per cent of your qualifying earnings.

However if in any month your qualifying earnings are less than £481 you will not receive any Company contributions from us for that month or for any subsequent months where your earnings fall below this threshold.

When you are a member of the Colleague Pension Scheme you can make additional contributions whenever you like in addition to the contributions that are deducted from your pay. These contributions must be at least £10 on each occasion. You can do this through your online NEST account.

Opting out

If you decide that you don't want to join the pension scheme, you have the right to opt out. You must do this within the opt-out period, which is one month from the date your enrolment



begins. NEST will write to you shortly to tell you about your one month opt-out period. Before you can opt out you'll need your NEST ID. This will be in the letter NEST sends to you.

Once you've received your NEST ID there are several ways to opt out.

You can opt out by:

- Visiting www.nestpensions.org.uk/member-hub and following the information on screen
- Calling NEST on **0300 020 0090** and following the automated instructions
- Calling NEST on **0300 020 0090** and requesting a paper opt-out form which you'll need to sign and return the original document directly to the People Solutions team.

If you opt out online or over the phone you'll be asked to confirm that you want to opt out and that you are personally submitting the opt-out notice.

What happens if you opt out?

Opting out means you'll be treated as though we never enrolled you into the scheme. Once a valid opt-out notice has been received, we'll refund to you any member contributions you've made through your salary.

If you change your mind after opting out, you can opt back in again if you want to. We'll have a duty to make that happen once in any 12 month period if you ask us to.

If you choose to opt out you'll normally be automatically re-enrolled back into a pension scheme at a later date. This is usually every three years after the date these new duties first apply to us. This will also happen if you stay in NEST but stop making contributions.

This happens because the reasons you had for opting out or stopping contributions originally may have changed and you might be ready to start building a retirement income. Again, you can still choose at that point whether you want to stay in or opt out of the scheme.

You can find more information about 'opting out' at

<http://www.nestpensions.org.uk/schemeweb/NestWeb/public/NESTforSavers/contents/opting-out.html>

Stopping contributions

Once you're a member of the Colleague Pension Scheme with NEST you might want to stop making contributions or take a break from contributing later on. NEST lets you do this. There is no need to opt out in the first month just because you think you might want to take a contribution break later. If you do take a break and decide to start contributing again, you just need to let us know. If you choose to stop contributing, the contributions you've made so far will stay in your pension.

Remember that while you're not contributing you won't get employer contributions from us either. If you decide to begin contributing again and you also want us to make employer contributions, and you're eligible to receive them, you'll need to let us know by contacting Peoplesolutions@cpwplc.com.

Providing you with a workplace pension scheme

Once you're a member the Colleague pension scheme with NEST it's our legal duty to make sure your membership carries on and you keep getting the contributions you're entitled to. This doesn't apply if you opt out or stop making contributions.



As long as you wish to be in a pension scheme we have a legal duty to make sure that we always provide a scheme for you that meets certain legal standards. If your membership of this scheme ends and it is not something you have chosen to do (for example; the scheme we offer changes) we must by law provide another pension scheme straight away.

Finding out more about NEST

To know more about NEST you can visit their website at www.nestpensions.org.uk or by searching online for NEST pensions. Alternatively you can contact them at:

NEST Nene Hall
Lynch Wood Business Park
Peterborough
PE2 6FY

Member enquiries: **0300 020 0090**

Email: support@nestpensions.org.uk

Getting more information about pensions

You can also get general information on pensions and saving for later life from Directgov at www.direct.gov.uk/workplacepension.

Information is also available on Touch article number 8186.

If you have any questions about contributions or your enrolment, please contact Peoplesolutions@cpwplc.com.

Yours sincerely

Caroline Edwards

Caroline Edwards
HR Director – CPW UK & Ireland

