

# THE HUT GROUP™

ATTENTION TO RETAIL

## Staff Savings Club (SSC)

We all know how difficult it is to save up for Christmas throughout each year...It's now time to look ahead and join up for Christmas 2015! This will allow you to save part of your wages each month and then receive one fixed payment each year during the build up to Christmas. You can contribute a fixed amount each month which can be as much as you like (as long as it's in denominations of £10.00).

### **Can I join the Scheme?**

Yes, the scheme would be open to all employees. The scheme would be voluntary and you could join at any time throughout the year by completing one simple form.

### **How do I pay into the Scheme and when would it pay out?**

Fixed payments would be deducted from your salary for 10 months of the year (January – October).

In November you will receive your savings in your wages. You will receive the exact amount that you have paid into the scheme over the year. November will be the end of the scheme for that year. The new scheme would start again in January.

### **How does it work?**

To join the scheme you need to specify the amount of money you wish to have deducted from your salary each month. This money will be deducted from your Net Salary, so your tax and National Insurance contributions are not affected and then the total amount saved would be paid back to you in full in your November salary.

### **What if I want to leave the scheme?**

You will be able to sign up for the scheme each year. When you sign up, you will be required to sign to confirm that you would not be able to remove your money from the scheme until the November payroll unless you leave, in which case, you will receive your savings in your final salary.

### **What do I do next?**

If you would like to sign up for this year's scheme please complete the sign-up form (*attached*) and return it to a member of the Payroll Department.

*The Hut Group Management reserves the right to close the scheme at any time, without notice. In the case that the scheme is closed for any reason, all employees will be informed and savings will be returned to them within 30 days.*