



PROPOSED PENSION TRANSFER TO THE CO-OPERATIVE PENSION SCHEME (PACE DC) ADMINISTERED BY LEGAL & GENERAL

Thanks for enquiring about transferring another pension plan (which we will call your “old plan”), to the DC Section of The Co-operative Pension Scheme, (which we will call “Pace DC”). This pack and the documents included have been designed to help you decide if you would like to transfer.

Important information

Please note the following about this pack:

- This pack contains information only – it is not a recommendation that transferring your old plan to Pace DC is suitable for you.
- It's essential you read the ‘Your Guide to Pension Transfers’ and consider all of the issues. If, after reading it, you're not sure whether transferring is suitable for you, you should seek advice. Neither the Pace Trustees nor Legal & General can provide such advice.
- Pension transfers can be risky and may involve financial loss. The decision to transfer may not be suitable for all types of pensions as some transfers could result in a loss of guaranteed benefits.
- The Pace Trustees will only permit members who are currently contributing to Pace DC to transfer their benefits into Pace DC.

What type of pension schemes can I use this pack for?

- Your old plan must be a ‘Defined Contribution’ scheme (this is sometimes called ‘money purchase’).

You cannot use this pack if your old plan:

- Has safeguarded benefits*
- Is invested in a With Profits fund
- Is in Income Drawdown or Flexi-Access Drawdown. This is where you have taken tax-free cash from your plan and left the rest of your money invested for you to take as regular or occasional income.

If you're not sure what type of pension scheme your old plan is, what fund you are invested in, or whether you are in Income Drawdown or Flexi-Access Drawdown, you should contact your old scheme. If you don't understand these terms, please call us and we'll be pleased to help.

*Safeguarded benefits are pension benefits that include some form of guarantee or promise about the rate of secure pension income that a member, or their survivors, will receive or have an option to receive. Examples include benefits from Final Salary/Defined Benefit Schemes, Guaranteed Minimum Pension (GMP) benefits and pensions with a Guaranteed Annuity Rate.

What should I consider?

The key issues that you need to consider are set out in ‘Your Transfers Checklist’ of the ‘Your Guide to Pension Transfers’ and include:

- Whether the charges on Pace DC are more or less than on your old plan. See the enclosed information relating to the charges in Pace DC to help with this.

- Whether your old plan has any guarantees that would be lost by transferring, or transfer penalties for leaving your old plan.
- Whether the features of the plans are different, for example flexibility or investment choice.
- Following the introduction of greater pension flexibilities in 2015 you should check before transferring that Pace DC offers the retirement option that you may want to take in the future. Please see the Retirement section of the Pace DC website for full details of the retirement options offered by Pace DC.

If you want to remind yourself about the conditions of Pace DC you should read “Your Pension Guide” which can be found in the “Useful Information” section of the Co-op’s pension website - coop.co.uk/pensions. If you are a Co-op Bank member it can be found in the “Docs & Tools” section at www.legalandgeneral.com/coopbank

What if I’m unsure?

If once you’ve read the documents you’re not sure transferring is right for you, we recommend you don’t go ahead without seeking advice. Please note that neither the Trustee, Co-operative Group Limited (as the principal employer in Pace), or Legal & General can give you any financial advice in relation to this transfer. You can contact a financial adviser by visiting www.unbiased.co.uk. You should be aware that if you seek advice, your financial adviser may charge for their services.

What do I do if I want to go ahead?

If you decide to transfer using this pack there’s no commission or fee payable. We’ll invest your transfer payment in the same investment fund, or funds, split in the proportion of how your regular contributions are currently invested.

You can, of course, change your investment funds at any time after the transfer is completed by writing to us or online by visiting the Manage Your Account website www.legalandgeneral.com/manageyouraccount.

To proceed with the transfer please complete and return the enclosed Transfer Request form to the following address – **Individual Asset Movement, Workplace DC Pensions, Legal & General Assurance Society Ltd, Brunel House, 2 Fitzalan Road, Cardiff, CF24 0EB**. Please call **0370 163 4598** for any query you may have around transfers or email: indintogrouptv@landg.com

While your transfer is being processed, which could take a few weeks, your money will continue to be invested in the old plan in the investment fund(s) you’ve chosen until the transfer is completed. The amount transferred will therefore depend on investment performance in your transferring fund up to the transfer date.

We’ll write to you to confirm when the transfer has been completed, and how much was transferred.

Please note: Some pension providers require their discharge form to be signed before transferring your benefits and so you may be required to complete further forms by the scheme from which you are transferring.

If you have any general queries about the documents you can call the Workplace DC Pension helpline, for Co-op employees use 0345 026 8689 or for Co-op Bank employees use 0345 070 1148 and we’ll be happy to help. Call charges will vary. We may record and monitor calls.

Yours sincerely,



Emma Churchward
Individual Asset Movement
Workplace DC Pensions

A reminder of the charges in Pace DC

The Annual Management Charge (AMC) is 0.13%.

The Trustees of the Co-operative Pension Scheme (Pace) are responsible for choosing the funds in which you can invest your pension account. These are detailed in the Fund Guide (available in the "Documents and Tools" section of the pensions website), and may change from time to time. There is a charge for investing in these funds, called a Fund Management Charge (FMC). The FMC varies depending on the fund or funds in which you invest, and is payable in addition to the Annual Management Charge (AMC). The AMC and FMC for each fund is set out in the Fund Guide.

For example:

If your pension account is valued at £10,000 throughout a year and you invest in the Pace DC scheme default fund which is Target: Lump-Sum (which has an AMC of 0.13% and an FMC of 0.13%), we will deduct £26 ($£10,000 \times (0.13\% \text{ Scheme AMC} + 0.13\% \text{ FMC})$) that year.

Please note that the AMC will increase from 0.13% to 0.16% after you leave employment with the Co-op. Pace DC is designed so that if you leave employment with the Co-op your pension account will be transferred to an individual policy in your own name with L&G. Information about this can be found in the charges section of the member guide.

If in future the cost of managing your plan should increase for any reason, we may increase our charges - but we'll always let you know before we introduce any changes.

What effect might these charges have?

Charges are important because of the long-term effect they have on your pension account. It's quite straightforward to understand that an annual charge of 1% on a fund value of £10,000 means a deduction of £100 over the course of that year, and that a charge of 0.5% would therefore mean a charge of £50. But what is the longer-term effect of these charges?

The table below is based on a 5% yearly growth rate and takes into account the effect of inflation at 2.5%. These are only assumptions and actual experience will be different depending on what fund you choose to invest in and market conditions. It shows what the fund value of a £10,000 transfer might be assuming different charges and investment time periods. It does not show how much tax free cash or income might be available - its purpose is to demonstrate how charges can reduce your investment.

Using this table should help you get a better idea of whether transferring is right for you. Remember that this is only a guide and not an indicator of what you should expect back - and also remember that the charge in your new plan can change depending on how you choose to invest.

Level of Charge	Fund Value after 5 years	Fund Value after 10 years	Fund Value after 15 years	Fund Value after 20 years	Fund Value after 25 years	Fund Value after 30 years
0%	£11,200	£12,700	£14,300	£16,100	£18,200	£20,600
0.2%	£11,100	£12,400	£13,900	£15,500	£17,300	£19,400
0.3%	£11,100	£12,300	£13,700	£15,200	£16,900	£18,800
0.5%	£11,000	£12,100	£13,300	£14,600	£16,100	£17,700
0.6%	£10,900	£11,900	£13,100	£14,300	£15,700	£17,200
0.7%	£10,800	£11,800	£12,900	£14,000	£15,300	£16,600
1.0%	£10,700	£11,500	£12,300	£13,200	£14,200	£15,200

Transfer Request Form

The Co-operative Pension Scheme (Pace)

Full Name.....Your Legal & General receiving plan number:

National Insurance Number.....Date of birth.....

Permanent Residential address.....

.....Postcode.....

Email address.....Mobile number.....

Pension provider that you wish to transfer out of.....

Old plan number to transfer.....Value.....

Address of old plan administrators.....

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Authority to my old provider

I authorise and instruct you to transfer funds from the plan(s) as detailed above directly to the Co-operative Pension Scheme (Pace DC). Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.

I authorise you to release all necessary information to Legal & General (who administer Pace DC) to enable the release of funds to Legal & General. I authorise you to obtain from and release to Legal & General any additional information that may be required to enable the transfer of funds.

If an employer is paying contributions to any of the plans as listed above, I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).

Until this application is accepted and complete, Pace DC's responsibility is limited to the return of the total transfer payment(s) to my old provider.

Where the payment made to Legal & General represents all of the funds under the plan(s) listed, payment made as requested will discharge you of all claims and responsibilities in respect of the plan(s). Where the payment(s) made to Legal & General represent(s) part of the funds under the plan(s) listed below, then the old provider will be discharged of all claims and responsibilities only in respect of the part of the plan(s) represented by the payment(s).

Declaration to the Co-operative Pension Scheme (Pace DC)

- I can confirm that I have read the letter accompanying this form and 'Your Guide to Pension Transfers' and confirm that I wish to transfer my funds in the old plan to Pace DC.
- I am an active (contributing) member of Pace DC (members who have stopped contributing to Pace are not permitted to transfer benefits into Pace).
- I confirm that I am not in a defined benefits/final salary scheme, invested in With Profits, or taking Income Drawdown or Flexi-Access Drawdown.
- I authorise Legal and General to proceed with the transfer of my funds in the old plan to Pace DC.
- I understand that my transfer payment will be invested in the same investment fund or funds and in the same proportions as my regular contributions.
- The old plan is or is held in a registered pension scheme.
- I undertake to indemnify the Trustee of Pace DC and keep the Trustee indemnified from and against, all and any losses, liabilities, obligations, costs, claims, expenses and proceedings whatsoever that the Trustee of Pace DC may incur as a result of:
 - any incorrect information provided by me in relation to this transfer request (including in this form);
 - the Trustee accepting the transfer of my funds to Pace DC; and
 - any failure on my part to comply with any other aspect of this transfer into Pace DC.
- I acknowledge that the transfer into Pace DC, once made, is irrevocable and will be subject to the Rules governing Pace DC (as amended from time to time) and all and any powers and discretions of the Trustee and of the Principal Employer in relation to Pace DC, including the Trustee's discretion as to the investment of the assets of Pace DC, of which this transfer in would form part.
- The information I have given and declarations I have made in this application are, to the best of my knowledge and belief, correct and complete. I also agree this form will form the basis of my application

Signed.....

| Print Name..... Date.....

Please return to: Individual Asset Movement, Workplace DC Pensions, Legal & General Assurance Society Ltd, Brunel House, 2 Fitzalan Road, Cardiff, CF24 0EB

For any transfer queries please contact:

Telephone Number: 0370 163 4598

Email: indintogrouptv@landg.com