Greencore Mastertrust

April 2024

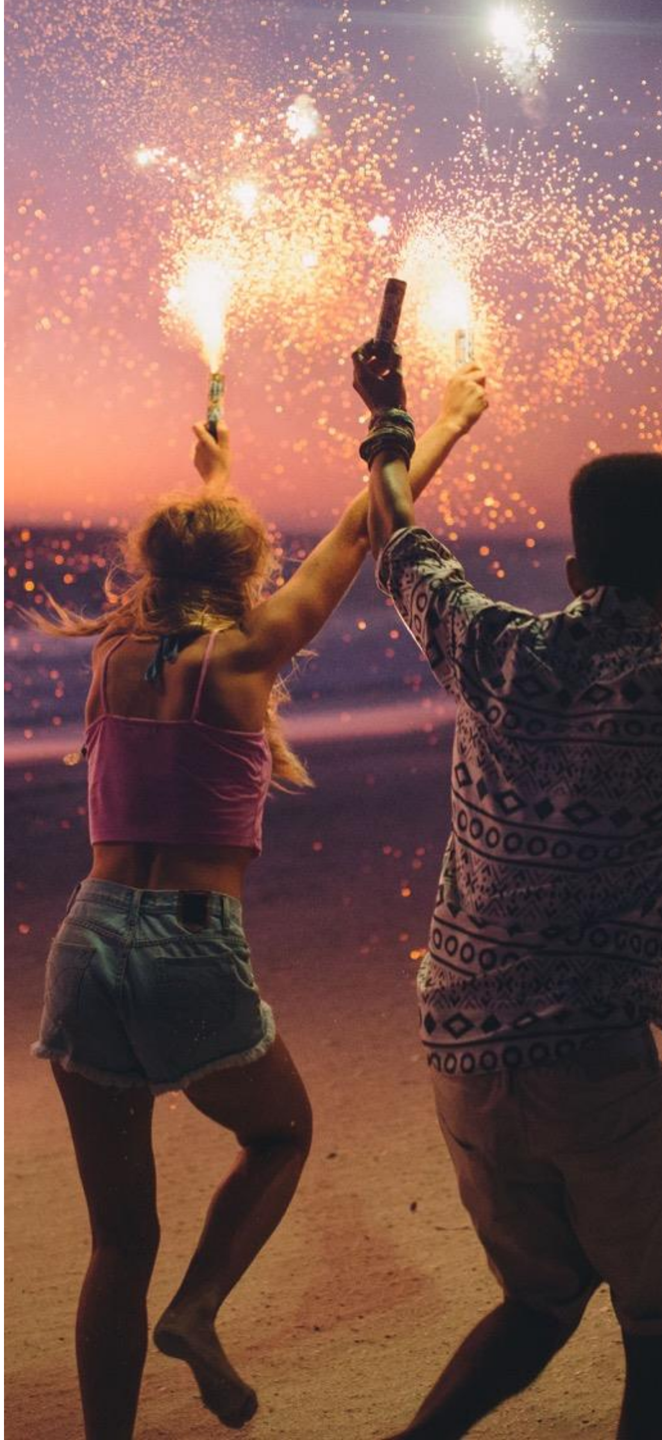
Welcome to your workplace pension

Wherever you are on your savings journey, whether you're paying into a pension for the first time or topping up your existing savings, we want to make sure you have access to the tools and information you need to help you create your future.

The Greencore Mastertrust is a savings plan that's designed to help you build up a pension pot which you can use to take an income and lump sums from age 55 (age 57 from April 2028) or the date you plan to access your pension savings.

Throughout this booklet, when we refer to 'the Plan' we are referring to the Greencore Mastertrust.

This guide explains how it works and how to make the most of it. Where we've had to use a term that you might not be familiar with, we've highlighted it in blue the first time the term is mentioned on a page. You'll find a definition of each of these terms on pages 32-33 of this guide.



What your workplace pension can do for you

Contributions

You and your employer pay in, so you can build up your pension savings faster.

Tax relief

The government helps out too in the form of tax relief. You can find out more about how this works for you under 'contributions' on page 8.

Access to your money

You can access the money you've built up from age 55 (age 57 from April 2028) or at a later date that you choose. You'll get some of it tax-free as well.

A portable pension

You can take it with you if you change employment. You may also be able to transfer in any pension savings you may have from other jobs. Find out more about transferring on page 17.

Reasons to start saving now

The earlier you start saving, the better your chance of having enough to fund the lifestyle you want when you come to take your money.

It's likely that by the time you want to use the money you've saved, the cost of day-to-day things like food and travel will have increased, so you need to make sure your pension pot is big enough to last.

The amount you'll get will depend on a number of factors including:

- How soon you start
- How much you pay in
- How well your chosen funds perform
- How much is taken out in charges
- How you choose to take your money and when

Don't put it off

The longer you wait to start saving into a pension pot, the more you'll have to contribute later to make sure you've saved enough money to afford the life you want. Even if it's just a small contribution, starting now will really help in the long run.

We know that balancing your needs today with what you might need in the future is not always easy. We've got tools to help you work out how. You will find them on your Plan website.

How your pension pot works

Step 1: You can join the Plan if you meet the criteria on page 6

Step 2: You give up part of your salary in exchange for a contribution to your pension pot and your employer will also start paying in their contributions.

Step 3: Your contribution is taken from your pay before tax, so you benefit from tax relief straight away, and you save on National Insurance too.

Step 4: You choose where to invest your pension pot (we'll tell you more about that on page 18). You can change your investment choices at any time and we recommend you review your decisions on a regular basis.

Step 5: You can increase your contributions if you want to. You can also transfer in other pension pots so that you have all of your pension savings in one place.

Step 6: Manage your pension pot online to make sure you're getting the most out of it.

Step 7: Once you reach 55 (age 57 from April 2028), you can access your pension pot at any time. When you decide the time is right, you'll have plenty of options, including taking up to 25% of your pension pot as tax-free cash, subject to any allowances. See pages 23/24 for more details.

Joining the Plan

You can join the Plan if you're aged over 16 and under 75. There are two ways to join:

1. By automatic enrolment

You'll be automatically enrolled into the Plan if you meet the following requirements:

- You're over 22
- You're below state pension age
- You work or usually work in the UK
- You earn more than the earnings threshold. You can find out what this is in the Tax Year Rates and Allowances Sheet on your Plan website.

2. By submitting a request

If you don't meet all the requirements, you may still apply to join the Plan.

You can apply to join the Plan by contacting your employer directly and asking them to enrol you into the Plan. Your letter must contain your signature or, if applying by email, you must include the phrase "I confirm I have personally submitted this application to join the company pension scheme."

Alternatively, you can apply to join the Plan by completing an application form, which is available from your Plan website.

For details of who to contact, please go to Contact Information on page 31.

If you decide you don’t want to be in the Plan

If you are automatically enrolled but decide it’s not for you, you can opt out.

If you opt out within one month of joining, you’ll get back any money that you’ve paid in and you’ll be treated as if you never joined. Your joining letter will explain how to do it.

If you leave the Plan at any other time, your money must stay invested until you are at least 55 (age 57 from April 2028). You don’t have to stay with us; you may be able to transfer your pension savings to another pension provider.

Remember

If you stop paying in, your employer will stop too

You can re-start contributions on the first day of each calendar month.

Eligible employees who leave the Plan must be automatically re-enrolled every three years but may continue to opt out if they so wish.

Contributions

The best way to make sure you get the most out of your pension is to make regular contributions. It means you'll get the benefit of a contribution from your employer, and help from the government in the form of tax relief.

The earlier you can start the better chance you'll have of building up the savings you'll need for when you come to take your benefits.

You can pay money into your pension pot by having your contributions:

- paid through the salary sacrifice arrangement
- taken from your pay

Your employer will automatically include you in the salary sacrifice arrangement, unless:

- you earn less than the pay protection limit, or
- you would prefer to have your contributions taken from your pay.

If you earn less than the pay protection limit

The salary sacrifice arrangement may not be appropriate for everyone. You won't be included in the salary sacrifice arrangement if you earn less than the pay protection limit because it wouldn't be to your financial advantage. Instead, your contributions to the Plan will be deducted from your pay.

If your earnings are below the starting rate for income tax you will not benefit from the tax relief that a taxpayer would receive.

The salary sacrifice arrangement explained

Under the salary sacrifice arrangement you agree to reduce your pay in return for a benefit of the same value. This means your pay is reduced by the amount you would otherwise have paid into the Plan. Your employer then pays this amount into the Plan for you, together with their contribution. Because the salary sacrifice arrangement reduces your pay, any National Insurance contributions you pay are also reduced, which will save you money.

Your employer reserves the right to withdraw the salary sacrifice arrangement at any time.

Contributions

The contributions your employer will make and the minimum amount you sacrifice are shown below. These are shown as a percentage of qualifying earnings.

	You pay	Your employer pays	Total
The salary sacrifice arrangement	5%	3%	8%

You will be auto-enrolled into the Auto Enrolment section (see page 11 for details) but you can trade up to the Greencore Section (see page 12 for details) at any point.

Example – Auto Enrolment Section

In this example, you sacrifice 5% of your qualifying earnings and your employer contributes 3%.

Based on a basic rate taxpayer (for the 2024/25 tax year) earning £20,000 a year, the monthly contribution to your pension would be:

The cost to you
£41.28

+

Income tax and NI
£16.05

+

Your employer's contribution
£34.40

=

Total paid into your pension pot
£91.73

For a full breakdown of how this example has been calculated, please refer to page 34.

Contributions

The contributions your employer will make and the minimum amount you sacrifice are shown below. These are shown as a percentage of pensionable pay.

	You pay	Your employer pays	Total
The salary sacrifice arrangement	**4%**	**4%**	**8%**
	5%	**5%**	**10%**
	6%	**6%**	**12%**
	7%	**7%**	**14%**
	8%	**8%**	**16%**

The above contribution structure will be reviewed and amended in the future to take into account the minimum rates required by law.

If you were an active member of the Uniq Plc Pension Scheme you will continue on the same contribution structure as before and your pensionable pay may be calculated differently from the definition on page 14. Please contact your local HR department if you require any more information.

Example – Greencore Section

In this example, you sacrifice 5% of your pensionable pay and your employer contributes the same.

Based on a basic rate taxpayer (for the 2024/25 tax year) earning £20,000 a year, the monthly contribution to your pension would be:

The cost to you		Income tax and NI		Your employer's contribution		Total paid into your pension pot
£60	+	**£23.33**	+	**£83.33**	=	**£166.66**

For a full breakdown of how this example has been calculated, please refer to page 35.

Contributions explained

What are qualifying earnings?

This is used to calculate your and your employer's contributions if you belong to the Auto Enrolment Section.

To have qualifying earnings, your pay must be at least equal to the lower qualifying earnings limit. Contributions to your pension will be calculated on your earnings between this amount and the upper qualifying earnings limit. To find out what these limits are, in the current tax year, please see the Tax Year Rates and Allowances Sheet on your Plan website.

What is pensionable pay?

This is used to calculate your and your employer's contributions if you belong to the Greencore Section.

This is your basic wage or salary in each pay period.

Quick tip

The more you pay into your pension pot and the longer you pay, the more you're likely to have when you come to take your money. Although, you'll need to remember that the amount you'll have isn't guaranteed and that the value of your pension savings can go down as well as up.

We understand that your pension savings are unlikely to be your only financial commitment, but you should regularly review how much you are paying to make sure that you are staying on track for the retirement you want.

Tax relief limits

You'll receive tax relief on your pension contributions up to the annual allowance as set by the government. Any payments above the annual allowance will be subject to a tax charge.

You can find more information on tax relief and allowances in the Tax Year Rates and Allowances Sheet on your Plan website.

Any contributions you make to the Plan after age 75 won't receive tax relief.

Important note

Understanding the annual allowance and how it could affect you is really important for keeping your pension savings on track. If you think your contributions might exceed the annual allowance, we would recommend speaking to a financial adviser.

Changing your contributions

You can change the amount you pay into your pension at any time, with effect on and from, the first day of the following month. You can do this by contacting your local HR Department.

Contributing occasional lump sums

You can make additional contributions into the Plan through payroll, although your employer will only pay up to the contribution levels outlined in your contract of employment.

You can also make additional one-off contributions direct to Legal & General. If you'd like to make additional payments at any time, just contact us at the address shown on page 31.

Remember to claim your tax relief through self-assessment if appropriate.

If you're away from work

If you have a prolonged period away from work due to sickness, injury or maternity leave, your employer may continue their pension contributions depending on their HR policy.

Check with your employer for details. For details of who to contact, please go to Contact Information on page 31.

Transfers

Transferring other pension benefits into the Plan

If you have built up pension savings from previous employment, you can normally transfer them into your new Plan if you wish.

Keeping your pension savings in one place could make them easier to manage but there are a few things you need to consider before you make a decision such as the charges for each plan and whether there are any guarantees you might lose if you move your money.

We would always recommend taking financial advice to make sure that transferring is the right thing for you. This is particularly important if you are transferring benefits from a final salary scheme.

If you do decide you want to transfer, contact Legal & General for help with the process. For details of who to contact, please go to Contact Information on page 31.

How do I transfer?

1. Before you decide to transfer any benefits from another pension plan you should consider taking financial advice.
2. If you decide to transfer, you can provide your previous pension plan details to Legal & General.
3. Legal & General will contact your old pension provider.
4. Your existing pension pot will be transferred into your new Plan.

Investing your pension savings

When you join the Plan, your savings will be invested in the **Legal & General Target Date Fund**.

The fund has been chosen by the Trustees as it aims to provide investment growth over the long term and is judged to be suitable for most members.

If you would like to make your own investment decisions, you can find more information about the choices available to you on your Plan website.

There is now more flexibility than ever before when you come to take your money, so it’s important to review your investment choice regularly to make sure it matches your retirement goals.

As you approach your chosen retirement age, we’ll write to you about moving your pension savings into funds that are more closely aligned with how you want to take your money when the time comes.

Changing where your pension savings are invested

You can change where your pension savings are invested at any time:

- Online: go to the Plan website and log into your **online account**. You can see the different funds and change the way your pension savings are invested.
- By phone: you can call Legal & General direct on **0345 070 8686**. Call charges will vary and calls may be recorded and monitored.

Quick Tip

If you are thinking about switching funds, you may wish to talk to an independent financial adviser to make sure the funds you invest in are right for you and your future plans.

Charges

There are two charges we apply to your pension pot. To keep it running smoothly and manage the funds you're invested in.

- **Annual management charge (AMC):** covers the cost of running your pension plan as agreed with your employer. This is calculated daily and deducted once a month by selling units in your pension savings.
- **Fund management charge (FMC):** covers the cost of managing the fund or funds you're invested in. This charge is included in the unit price. Unit prices are calculated daily and the charge is reflected in the value of your pension savings.

You'll only see the AMC deductions on your annual statements. The FMC is included in the price of units in your chosen fund(s).

Here's an example of what the total charge could look like:

If your pension pot is worth £10,000 throughout the year, and you're invested in the **Legal & General Target Date Funds**, you'll pay the following charges:

AMC	0.22%	£22
FMC	0.15%	£15
Total for the year	0.37%	£37

Keeping track of your savings

You can check the value of your pension savings and review your fund(s) at any time by going to the Plan website and logging into your **online account**.

Each year we'll create a statement for you. Your statement will be available in your **online account** and we'll let you know when it's available to view.

The statement will set out:

- the current value of your pension savings
- the fund(s) it is invested in
- a projection of the benefits at your expected retirement age
- the transfer value if you were to move your pension savings to another pension plan
- total contributions paid into the Plan for you during the previous 12 months.

If you pay contributions by the salary sacrifice arrangement, then your contributions will be included with your employer's contribution. Your payslip will show you how much you personally have paid into your pension.

Your Plan website address is: legalandgeneral.com/greencore

Accessing your pension savings

Choosing to take your money from your pension pot is one of life's 'big decisions'. You've worked hard and paid quite a bit of money in over the years, and you'll want to be sure you're making the right choice so that your future is secure, and you've got what you need to make the most of your retirement.

We can help you with our planning tools and information on your Plan website to make sure you understand all the options available and make the right decision for you.

Your right to guidance when deciding how to use your pension savings

PensionWise from MoneyHelper is a free and impartial service that helps you understand your options for using your pension pot, so you can choose the right one for you.

Provided by MoneyHelper, a government organisation, it offers clear and simple guidance online or over the phone.

To find out more or book an appointment visit moneyhelper.org.uk/pensionwise or call 0800 138 3944.

If you're still unsure about your options we recommend you speak to a financial adviser. You can find one in your local area by visiting: unbiased.co.uk.

Whilst financial advisers will usually charge a fee for their services they can help you make the right decision about the best option for you and your circumstances.

Facilitated Adviser Charging

The Plan offers you a way of paying your financial adviser directly from your pension pot – this is called a facilitated adviser charge. The advice you receive must be related to your pensions saving from this Plan and it's from this Plan that we'll take the adviser charge. You must have enough money in your pot to pay for this.

The Facilitated Adviser Charge Guide explains how this service works. Please go to legalandgeneral.com/adviserchargeguide and legalandgeneral.com/adviserchargeform for more information. For details of who to contact, please go to Contact Information on page 31.

When can I take my pension savings?

You can access your pension savings at any time from age 55 (age 57 from April 2028) regardless of whether or not you've stopped working. You'll need to think carefully about when is the right time so you can make sure your pension pot is big enough to last.

Unless you tell us something different, we'll assume you're going to take your benefits at 65. If you're over 65 when you join the Plan, we'll assume you're going to take your benefits at 70.

You can change your retirement age at any time. It's important that you choose an age that realistically reflects when you expect to take your benefits, for two reasons:

1. We'll use your retirement age to estimate the value of your pension pot, so when we send you our yearly forecasts, they'll be more realistic.
2. If you decide to invest in a 'lifestyle strategy', it will automatically adjust your investment depending on how far away you are from your chosen retirement age. If this isn't the age you actually want to access your pension savings, the investment strategy will be less effective.

The most important consideration as you approach retirement is that your investments are right for you and reflect how you want to take your money when the time comes.

We'll write to you ten years and four years before you reach your chosen retirement date to prompt you to review your plans for taking your money and to consider whether your current investment strategy is still suitable.

Four months before you reach retirement, we'll send you a pack setting out all of the options available to you.

You can always change your retirement age as your future plans become clearer. You can do this by logging into your **online account** and sending us a secure email.

Remember

Your annual statement will show estimates of your projected benefits at retirement so you can see if you're on track and make changes if you need to.

Helpful hint

You can check the value of your pension pot online using your **online account.**

Your options when the time is right

Take your whole pension pot in one go

You can take the whole amount in one go. Up to a quarter can usually be taken tax-free – the rest will be taxed as income. If you're considering this option, you may need to plan how you will provide an income for the rest of your lifetime.

Take your pension pot as a number of lump sums

You can leave your money in your pension pot and take lump sums from it as and when you wish until your money runs out. You can decide how much to take out and when. Any money left in your pension pot remains invested, which may give your pension pot a chance to grow but it could go down in value too.

You can usually take up to a quarter of your pension savings as a tax-free lump sum and any further lump sums or income will be subject to income tax.

Get a flexible retirement income

You can leave your money in your pension pot and take a regular income from it. Any money left in your pension pot remains invested, which may give your pension pot a chance to grow but it could go down in value too.

Up to a quarter of your pension pot can usually be taken tax-free first, and then any other withdrawals will be taxed.

Your options when the time is right

Get a guaranteed income

You can use your pension pot to buy a lifelong, regular income - also known as an annuity - to provide you with a guarantee that the money will last as long as you live or for a fixed term. You can also choose a guaranteed income that increases with inflation and/or continues to provide an income for a dependant.

Up to a quarter of your pension pot can usually be taken tax-free and any other income you take from it will be taxed.

If you choose this option you can't change your mind later.

You can choose a combination of one or more options

You can also choose to take your pension using a combination of one or more of these options. If you have more than one pot, you can use the different options for each pot.

Your state pension

Your benefits from the Plan will be payable in addition to any State Pension you will be entitled to.

Important

Whichever option(s) you choose, you can usually take up to 25% of your pension pot as a tax-free lump sum.

If you do this, the value of the lump sum will be checked against your lump sum allowance. This is the maximum amount of money you can take as tax-free lump sums from all the pensions you have (not just your employer's plan).

While you can still take out money over this allowance, you will need to pay income tax on it.

You can find out more about tax rates and allowances in the Tax Year Rates and Allowances Sheet on your Plan website.

If things don’t go to plan

If you can’t work due to illness or injury

If you become seriously ill or incapacitated and unable to carry out your normal occupation, you may be able to take your pension benefits before age 55 (age 57 from April 2028).

You will need to provide written evidence from a registered medical practitioner which confirms you’re unable to perform your role because of physical or mental impairment.

In cases of limited life expectancy, which is defined as less than one year, it may be possible to have your entire pension pot paid out as a cash lump sum.

The payment of your pension savings under these circumstances would currently be made tax-free, as long as it didn’t exceed your lump sum and lump sum and death benefit allowances, and you were under 75 when it was paid out. No other benefits would be payable to you or your dependants from the Plan.

If you die before taking your benefits

When you join the pension Plan, you will be invited to nominate the person you’d wish to receive the benefits you have built up in the Plan in the event of your death.

You can choose as many beneficiaries as you like and we‘d recommend you review your choices on a regular basis.

The ‘Nomination of Beneficiary’ form can be found on your Plan website and should be completed and returned to us as soon as possible.

Important

The Trustees aren’t bound by your choice of beneficiary but they will use your completed form as a guide.

If things don't go to plan

For instance, if you die with dependants under 18 at the time of your death, the Trustees may pay the benefits into a trust fund which your dependants can only access when they turn 18.

Similarly, the Trustees may choose to use all or part of your pension pot to secure a guaranteed income for your dependants. This decision would be made if the Trustees felt a regular income was more appropriate for your dependants than a one-off lump sum.

Divorce or dissolution

If you're involved in a divorce or the dissolution of a registered civil partnership, your pension pot will be taken into account by the courts when deciding upon any settlement.

Leaving the Plan

If you decide you want to leave the Plan or stop paying in, there are a number of options available to you.

Your Options	
Option 1	**Leave your pension savings in the Plan** Leave your pension pot invested with us until you choose to take your money (which can be at any time from age 55, or age 57 from April 2028). You can continue to choose which funds to invest your pension pot in but you can't make any more contributions into it. If you choose this option, Options 2 and 3 below will continue to be available to you in future.
Option 2	**Transfer your pension pot** Transfer the value of your pension pot to another pension plan. You can do this any time before you access your pension savings.
Option 3	**Access your pension pot** If you are 55 (age 57 from April 2028) or over you will be able to access your pension savings if you so wish. See pages 23/24 in this guide for the options open to you.

If you want to leave the Plan or stop paying in, contact your HR department.

Important note

If you choose to stop making payments to your pension pot, your employer will stop contributing too. This could have a significant impact on the value of your benefits when you come to retire so you should think very carefully before leaving the Plan.

Important information

The Trustees

The Plan is part of the Legal & General Mastertrust (the Scheme). The Mastertrust is a Defined Contribution (or money purchase) pension scheme which different employers can join. It is overseen by a board of Trustees who are legally bound to look after your money and put your best interests first.

The current Trustees are:

- Legal & General Trustees Limited;
- The Law Debenture Pension Trust Corporation plc;
- Vidett Trustee Services Limited; and
- Independent Trustee Services Limited.

If you'd like more information on how the Mastertrust works you can visit the Mastertrust website:
legalandgeneral.com/workplacebenefitsResp/mastertrust/

The Trustees appoint Legal & General Assurance Society Limited to administer the Scheme on their behalf.

Your employer has joined the Mastertrust by deed of participation.

The Pension Scheme Tax Reference (PSTR) is 00773690RX.

Scheme documents

The following documents are available on request. For details of who to contact, please go to Contact Information on page 31.

- The Trustees' Annual Report which contains general information about the Scheme
- The Trust Deed and Rules
- Deed of Participation
- Statement of Investment Principles which describes the Trustees' investment strategy

Scheme changes

Your employer may, with the consent of the Trustees, amend the terms of the Scheme at any time if they wish, in accordance with what's known as their 'Deed of Participation'.

The Scheme Rules may change in future – you'll be notified of any changes that may affect you.

Your employer plans to continue the Scheme indefinitely. However, it's always possible that things will change in the future that lead to the Scheme being discontinued.

The Trustees also have the power to wind up the Scheme which would mean your employer could no longer participate in it. These decisions aren't taken lightly and should it ever happen, you will be notified well in advance with details of all your options.

Important information

Changing your personal details

Make sure your personal details are up-to-date so you always receive your annual statement and other important communications.

You can make your changes by using your **online account** at legalandgeneral.com/mya or by contacting us directly using the contact details on page 31.

Remember to keep your nominated beneficiary up-to-date too.

Questions and complaints

If after reading this booklet you have any questions or comments, please call the helpline on the number shown on page 31.

If we're unable to resolve your queries, or if there's something you don't agree with, there's a formal dispute procedure you can follow. The helpline can give you all the details. Formal complaints must be made in writing.

The Financial Services Compensation Scheme (FSCS)

The FSCS is designed to pay customers compensation if they lose money because a firm is unable to pay them what they owe for any reason.

In the event of a failure of the Investments held in the Legal and General WorkSave Mastertrust, the Trustees may, on your behalf, be entitled to claim compensation. The maximum compensation available from the FSCS is 100%, without limit, of a valid claim for any loss incurred.

You can find out more about the FSCS on its website at fscs.org.uk/ or by calling 0800 678 1100.

Legal note

This booklet is intended as a summary of the terms and conditions of the Scheme. If the information in the Scheme Rules and this booklet ever conflict with each other, the Rules will be overriding. You can contact Legal & General for a copy of the Rules if you'd like to see them.

The information in this guide is based on the Trustees' and Legal & General's understanding of current legislation, and HMRC practice. These can change without notice but the Trustees will let you know as soon as they can if a change is made that significantly impacts you.

Important information

Data protection

Legal & General and the Trustees may use the personal information that you or your employer has provided to us for (amongst other things):

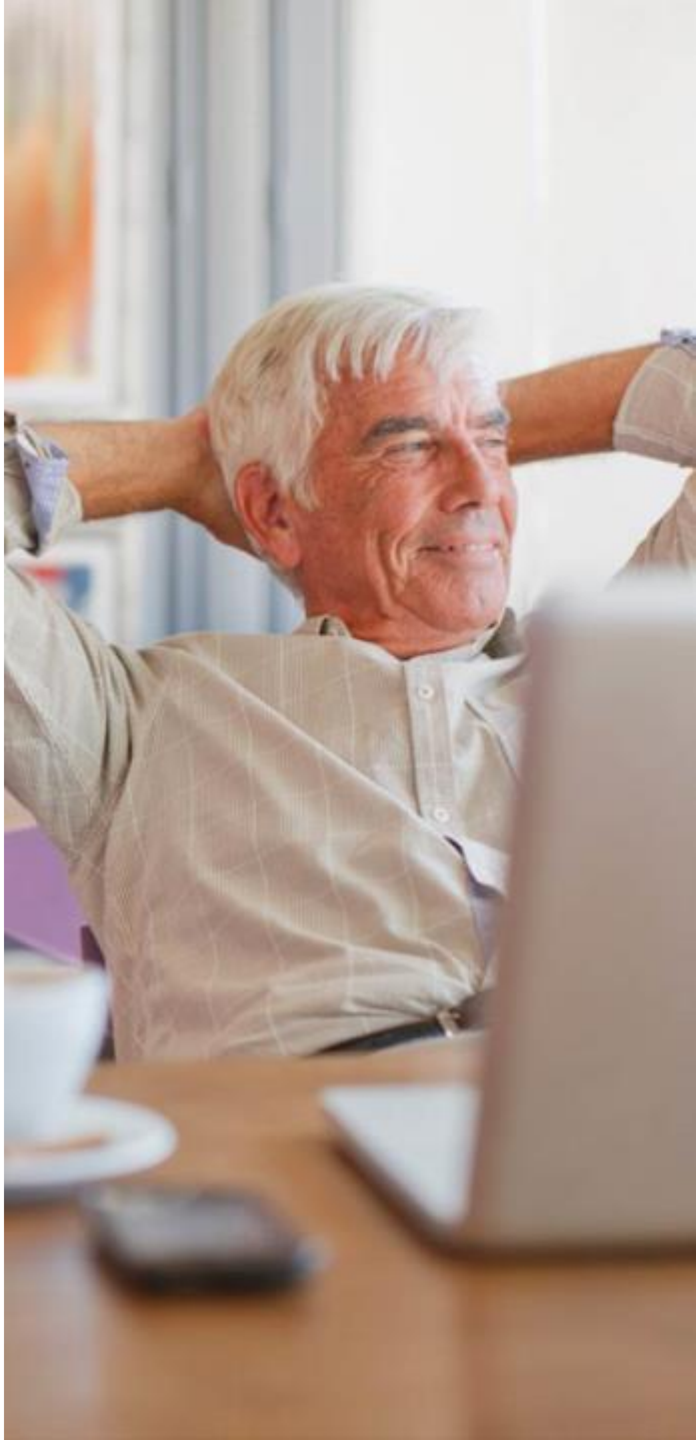
- dealing with your enquiries and requests for products and/or services from Legal & General,
- administering your plan and processing any claims, and/or
- carrying out market research, statistical analysis and customer profiling.

Our privacy policies set out more detailed information on how we use your personal information (including, our processing activities, the lawful basis for our processing, how we transfer and share your information and/or any information prescribed by data protection law). A copy of the Legal & General privacy policy is available at legalandgeneral.com/privacy-policy/ or otherwise upon request; the Trustees have their own privacy policy and that is available at legalandgeneral.com/workplacebenefitsResp/mastertrust/news-events/ Any changes to these privacy policies will be posted on the respective websites from time to time.

If you make a claim, we and Legal & General may share your information (including personal information) with other insurance companies to prevent fraudulent claims. Your details will also be checked with fraud prevention agencies and if fraud is detected we will share the relevant details with fraud prevention agencies. Law enforcement agencies may also access and use this information. Legal & General and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:

- checking details on applications for credit and credit-related accounts or facilities or otherwise,
- managing credit and credit-related accounts or facilities,
- recovering debt,
- checking details on proposals and claims for all types of insurance, and/or
- checking details of job applicants and employees.

If you would like to receive details of the relevant fraud prevention agencies, then please write to us at: Legal & General Group Financial Crime, Workplace DC Pensions, PO Box 1560, Peterborough, PE1 9AP.



Contact information

Plan administrator contacts:

First Contact
PO Box 1560
Peterborough
PE1 9AP

Tel: 0345 070 8686

Opening times:
Monday to Friday 8.30am – 7.00pm

Call charges will vary and the calls may be monitored or recorded.

Email: employerdedicatedteam@landg.com

Employer contacts:

PLEASE CONTACT YOUR LOCAL HR DEPARTMENT

What do the blue terms mean

Annual allowance

The maximum amount set by HMRC that can be paid into a pension without incurring a tax charge. For more details, please see the Tax Year Rates and Allowances Sheet on your Plan website.

Annuity

An insurance policy that uses the value of your pension savings to provide you with an income, which can be payable for the rest of your life, depending on the type of annuity you buy. The amount you receive will depend on a number of things including the value of your pension savings, your age, your health and the annuity rates available when you purchase one.

Beneficiary

The person(s) you wish to benefit from your pension savings, should you die.

Dependant

Your spouse, registered civil partner or any other person who in the opinion of the Trustees is financially dependent upon you.

Earnings threshold

The minimum amount you must earn to qualify for automatic enrolment. For more details, please see the Tax Year Rates and Allowances Sheet on your Plan website.

Lump Sum Allowance (LSA)

When you access your pension, you can usually take up to 25% of it as a tax-free lump sum.

Your 'Lump Sum Allowance' is the maximum amount of money you can take as tax-free lump sums from all the pensions you have. While you can still take out money over this allowance, you will need to pay income tax on it.

The Lump Sum Allowance is £268,275. It will be higher if you have any protected tax-free lump sums, or a protected lifetime allowance.

Lump Sum and Death Benefit Allowance (LSDBA)

Your 'Lump Sum and Death Benefit Allowance' (LSDBA) is the total amount of tax-free money you can take across all the pensions you have as a:

- tax-free lump sum,
- tax-free serious ill-health lump sum, paid out before you turn 75, or
- tax-free lump sum death benefit, paid out if you pass away before you turn 75.

The LSDBA is £1,073,100. It will be higher if you have any protected tax-free lump sums, or a protected lifetime allowance. Income tax will need to be paid on any funds paid above the LSDBA, by whoever receives the payment.

What do the blue terms mean

Member
A colleague, or ex-colleague, who is entitled to benefits in the Plan.

Pay protection limit
The minimum amount you must earn for it to be to your advantage to make contributions by the Salary sacrifice arrangement . If your earnings fall below this amount, you'll be taken out of the salary sacrifice arrangement and will then have your contributions taken from your pay. For more details, please contact your local HR Department.

Pension savings/pension pot
The value of all your contributions plus any investment growth, less charges.

Tax relief
Some of your money that would have gone to the Government as tax goes into your pension savings instead.

Your employer
This means one of the following companies you have a contract of employment with: Hazlewood Foods Limited, Freshtime UK Limited, Greencore Food To Go Limited, Greencore Foods Limited, Greencore Grocery Limited and Greencore Prepared Meals Limited.

Example explained

On page 11 we provided a summary example based on qualifying earnings, if your contributions are paid through the salary sacrifice arrangement. The below shows how your contribution is calculated.

In this example, you sacrifice 5% of your qualifying earnings and your employer contributes 3%. Based on earnings of £20,000 a year, here's how to work out:

1. What your qualifying earnings are:	
Your annual earnings	£20,000
Less the lower qualifying earnings limit*	-£6,240
Your pensionable pay	£13,760

2. What you sacrifice:	
Your contribution rate	5%
Your salary is sacrificed by	£688
Your salary sacrifice arrangement in the pay period	£57.33

3. What your employer pays:	
Your employer's contribution rate	3%
Your employer's contribution per year	£412.80
Your employer's contribution per period	£34.40

4. The impact of the salary sacrifice arrangement to your pay in the period:	
Your salary sacrifice arrangement amount	£57.33
Income Tax saving at the basic rate (20%)*	£11.47
Your NI saving (8%)	£4.59
The cost to you	£41.28

5. The value of your contribution in the pay period:	
Your salary sacrifice arrangement amount	£57.33
Your employer pays	£34.40
Your pension pot receives	**£91.73**

*In the 2024/25 tax year.

Example explained

On page 13 we provided a summary example based on pensionable pay, if your contributions are paid through the salary sacrifice arrangement. The below shows how your contribution is calculated.

In this example, you sacrifice 5% of your pensionable pay and your employer contributes the same. Based on a basic rate* taxpayer earning £20,000 a year, here's how to work it out:

1. What you pay:	
Your contribution rate	5%
Your annual salary sacrifice arrangement amount	£1,000
Your monthly salary sacrifice arrangement amount	£83.33

2. What your employer pays:	
Your employer's contribution rate	5%
Your employer's contribution per year	£1,000
Your employer's contribution per month	£83.33

3. The impact of the salary sacrifice arrangement to your monthly pay:	
Your salary sacrifice arrangement amount	£83.33
Income Tax saving at the basic rate (20%)*	£16.67
Your NI saving (8%)	£6.67
The cost to you	£60

4. The value of your monthly contribution:	
Your salary sacrifice arrangement amount	£83.33
Your employer pays	£83.33
Your pension pot receives	**£166.66**

* Basic rate tax relief is 20% in the 2024/25 tax year.