

# Application Form

Royal Mail Defined Contribution Plan

Business Reply  
Licence Number  
RRZS-XSHZ-TBZE



Zurich Royal Mail  
Service Team  
PO Box 1073  
CHELTENHAM  
GL50 9NN

# Application Form

## Royal Mail Defined Contribution Plan

You are eligible to join the Royal Mail Defined Contribution Plan (the Plan) if:

- you are a full-time or part-time permanent or fixed term (but not casual) employee of Royal Mail Group;
- you are age 18 or over and under age 64;
- you have completed 12 months of continuous service with Royal Mail Group; and
- you are not a contributing member of any other Royal Mail Group pension arrangement.

Joining the Plan has a number of benefits, some of which are detailed below. Please refer to the Plan Guide for full details of the Plan benefits.

### Contributions into the Plan

To join the Plan you need to pay a contribution into the Plan of at least 3% of your Pensionable Pay. When you join the Plan, Royal Mail Group will also make contributions into the Plan on your behalf. The contribution level Royal Mail Group will make on your behalf can be found in the Contribution level section of this form.

### Death in Service Benefits

If you join the Plan and start making contributions you will be eligible for a higher level of life assurance benefit. You are currently covered under a separate Royal Mail Group life

assurance arrangement for a lump sum of two times your Pensionable Pay payable to your beneficiaries if you die in service.

If you join the Plan this will increase to a lump sum of four times Pensionable Pay, plus an additional lump sum of two times Pensionable Pay if you leave any dependants and the total benefit will be provided under the Plan instead.

### What to do if you have any questions

The Zurich Royal Mail Service Team will be happy to answer any questions you may have about the Plan on behalf of the Plan Trustees. You can contact the Team on 0800 092 8263 Monday to Friday 8.00am – 5.30pm (not open public holidays, as defined in England). An answer phone is in operation outside these hours.

### How to join the Plan

If you decide to join the Plan please complete the form below, tear off the slip, seal it along the gummed edges and put it in the post to Zurich. Once Zurich receives your form you will be made a member of the Plan with effect from the next available payroll date.

**Once you become a member of the Plan, you can opt out at any time by requesting an Opt Out Form from Zurich on the number detailed above.**

If you decide you do not want to join the Plan you do not need to do anything.

## Please complete this section if you want to join the Plan

### Personal details

Your full name (block capitals)

Your home address

Postcode

N. I. number

Date of birth

Pay number

Marital status

Unique ID

**Note: Please also sign and date the form below.**

### Contribution level

In order to join the Plan you must pay a minimum regular amount of 3% of your Pensionable Pay into the Plan, which will mean that Royal Mail Group will pay 5% of your Pensionable Pay into the Plan. Your contributions will be deducted from your pay and transferred to the Plan.

You can pay more into the Plan and receive a higher contribution from Royal Mail Group. Please indicate below the level of contribution you want to make:

Your regular contribution	Royal Mail Group contribution	Please tick
3%	5%	<input type="checkbox"/>
4%	6%	<input type="checkbox"/>
5%	7%	<input type="checkbox"/>

You can decide to pay more than 5% of your Pensionable Pay into the Plan, although the maximum Royal Mail Group contribution will not change.

If you wish to pay more into the Plan as a voluntary contribution please indicate the percentage or regular amount of additional contributions you wish to pay below.

**Note: Any percentage figure for additional contributions is on top of the 5%, so if you complete, say, 2% for the voluntary contribution percentage, you will pay 7% of your Pensionable Pay in total.**

Voluntary contribution percentage (i.e. the extra you wish to pay over the 5% regular percentage).

%

As an alternative to paying an extra percentage voluntary contribution, if you would like to pay more than 5% as an extra fixed amount please indicate the extra **amount** you wish to make in the box below (which will be deducted every week or month depending on how you are paid).

£

**Note: You may change the amount that you contribute to the Plan at any time by completing a Choices Form, available from the Zurich Royal Mail Service Team.**

**Note: The maximum contribution you may make to the Plan is 100% of your total taxable earnings in each tax year. However, this may need to be restricted to ensure that any normal regular deductions can still be taken from your pay.**

### Normal Retirement Age

The Plan's Normal Retirement Age is 65. You may choose a lower retirement age whether you have chosen Do It Yourself or the Lifecycle option. If you want to do so please indicate this below:

### Selected Retirement Age

Your Selected Retirement Age (your birthday between age 55 and age 64 inclusive).

### Investment strategy

**Note: Before you complete this section please read the Investment Guide.**

You are able to either:

- select your own investment strategy ('Do It Yourself') or
- choose the Lifecycle option under which your Member Account is invested as described in the Investment Guide and your investments are automatically switched between funds as you approach Selected Retirement Age.

You cannot choose a combination of Do It Yourself and the Lifecycle option.

The investment funds you can choose from carry different levels of risk, as set out in the Investment Guide. The value of investments can go down as well as up and the value of your Member Account is not guaranteed.

**As described above, please complete either the Do It Yourself or the Lifecycle section opposite.**

### Do It Yourself

If you wish to choose Do It Yourself, please:

- tick the box  and
- also indicate below the percentage of your Member Account you want to invest in a particular fund. The percentage figures you choose must be whole numbers. You may spread your Member Account across all the funds, but you must invest 100% of your Member Account in total. Any voluntary contributions you make will be invested in the same way as you indicate below.

Fund name	Percentage
Global Equity	<input type="text"/> %
Diversified Assets	<input type="text"/> %
Bonds	<input type="text"/> %
Cash	<input type="text"/> %
Inflation Linked Bonds	<input type="text"/> %
Shariah	<input type="text"/> %
Ethical	<input type="text"/> %
Active Diversified	<input type="text"/> %
Total 100%	

**Note: If your total percentages do not add up to 100%, then Zurich will not be able to process your application to join the Plan. You will be asked to complete a new form if your choice is not clear.**

If you make no investment strategy choice above, your Member Account will be invested in the Lifecycle option (please refer to the Investment Guide for more information).

### Lifecycle option

If you wish to choose the Lifecycle option, please:

- tick the box  and
- also tick a Lifecycle Switching period box below.

### Lifecycle switching period

Under the Lifecycle option the switching period is normally 10 years. You may choose 5 years if you wish (please see the Investment Guide for more details).

Please tick one of the boxes below to make your choice:

5 years  10 years

**Note: A switching period is not applicable under Do It Yourself, so if you choose a selection of Do It Yourself funds, any switching period you complete above will be ignored.**

### Declaration

Royal Mail Group, the Trustees of the Plan, their advisers and the Plan's administrator and insurers will need to process certain data about you to calculate and pay benefits, for statistical purposes, for reference purposes and to administer the Plan as a whole. They may do such processing themselves or through any associated company, or third party administrator. This data may include items categorised under the Data Protection Act 1998 as 'Sensitive Data', such as medical details, and also information about your family for death benefit nominations. From time to time the Trustees may also need to share information about Plan members with potential new service providers, so they can plan the new services. If information is shared in this way, it will only happen under conditions of strict confidentiality. By agreeing to join the Plan you confirm that you agree to the processing of this data for the purposes that have been set out above and agree to the transfer, storage, and other processing of such data outside the European Economic Area.

I authorise Royal Mail Group to deduct from my pay any contributions due and to forward these to Zurich to be invested in the Member Account held in my name.

I confirm that I want to be included as a member of the Royal Mail Defined Contribution Plan on the basis above.

**I also confirm that I have read the Plan Guide and the Investment Guide.**

Signed

Date