

Royal Mail Defined Contribution Plan

Choices Form

Business Reply
Licence Number
RRZS-XSHZ-TBZE



Zurich Royal Mail
Service Team
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Choices Form

Royal Mail Defined Contribution Plan

This is the Choices Form for the Royal Mail Defined Contribution Plan (the Plan).

You should use this form to notify the Zurich Royal Mail Service Team of your wishes in respect of your contribution level, investment choice or Selected Retirement Age if:

- you are coming towards the end of the Plan's waiting period (12 months of continuous service) and have not yet made a choice about contributions or investment or a Selected Retirement Age; or
- you are currently a contributing member of the Plan but you wish to make changes to your level of contributions, the way that your Member Account is invested or your Selected Retirement Age.

Please note that if you have never made a choice about your level of contributions, the investment of your Member Account or your Selected Retirement Age, the basis of your membership is as follows:

Your regular contribution

3% of Pensionable Pay

Royal Mail Group contribution

5% of Pensionable Pay

Investment Strategy is the Lifecycle option with a switching period of 10 years.

Normal Retirement Age is age 65

If you want to increase the amount you pay in, change the way your Member Account is to be invested or change your Selected Retirement Age, please complete the tear off slip below and return it to the Zurich Royal Mail Service Team. For any other changes (such as a change of name or address) please contact your Royal Mail Group HR Department if you are employed by Royal Mail Group. If you have left the service of Royal Mail Group, please contact the Zurich Royal Mail Service Team for all matters.

If you are comfortable with the membership basis set out above you do not need to take any action.

Please complete the following information

Personal details

Your full name (block capitals)

Your home address

Postcode

N. I. number

Date of birth

Pay number

Contribution level

You can change the percentage contribution you wish to pay into the Plan at any time by completing a new Choices Form. Please indicate below the amount you want to pay into the Plan. This is a percentage of your Pensionable Pay.

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

If you would like to pay more than 5% as a voluntary contribution please indicate the extra **percentage** you wish to make in the box opposite.

%

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

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, such as National Insurance contributions, can still be taken from your pay.

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).

£

Single payments

If you want to pay a single 'one-off' amount please complete the amount below:

£

Selected 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 Selected Retirement Age below.

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 instead.

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 option or the Lifecycle option section below.

Do It Yourself

If you wish to choose Do It Yourself, please:

- tick the box and
- also indicate in the following table 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.

Do It Yourself (continued)

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 change of funds. You will be asked to complete a new form if your choice is not clear.

If you are not a new joiner to the Plan any change you make to your funds will apply to your current Member Account and to all future contributions. However, if you wish to invest future contributions in a different way to past contributions, please tick the following box and you will be sent a more comprehensive Investment switch form to complete.

If you have never made an investment choice in the past and 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). If you have previously made an investment choice and you are only using this form to notify us of a change to your contribution level, your investment choice will remain as it is.

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. 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.

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