

**Land Rover Pension Scheme  
Additional Voluntary Contribution Request Form**



**Please refer to the notes section before completing this form.**

Personal Details

Name:	<input type="text"/>	Action to take effect from this date:	<input type="text"/>
Address:	<input type="text"/>	NI Number:	<input type="text"/>
		Payroll Number:	<input type="text"/>
Date of Birth:	<input type="text"/>	Monthly Paid:	<input type="text"/>
		Weekly Paid:	<input type="text"/>

Contribution Change  <input type="checkbox"/>
--------------------------------------------------------

Cease Contributions  <input type="checkbox"/>
--------------------------------------------------------

Investment Change (future contributions only)  <input type="checkbox"/>
----------------------------------------------------------------------------------------

**OR**

**One off single Contributions only** - Please arrange for the total amount of \_\_\_\_\_ to be deducted as a one-off payment from my pay in the Tax Year ending 5<sup>th</sup> April \_\_\_\_\_ (please insert relevant year) to be invested as instructed below.

**Investment Options – Section 1**

Please choose whether you would **either** like to contribute a fixed rate **or** a percentage of your gross earnings, indicating how much in each fund provider (L&G or Prudential) if you would like to make contributions in both.

a) Fixed Rate Contribution	
£	<b>Legal &amp; General Assurance Society</b>
£	<b>Prudential Life Assurance Company</b>

**OR**

b) Percentage of Gross Earnings ( <b>max 10%</b> )	
%	<b>Legal &amp; General Assurance Society</b>
%	<b>Prudential Life Assurance Company</b>

Please return completed form to:  
Pensions Department, Block 17, 53S7/4d, Land Rover, Lode Lane, Solihull, B92 8NW

Reviewed: April 2013  
Updated: April 2013



## Additional Voluntary Contribution Request Form

### Investment Options – Section 2

Please choose where you would like your contribution invested, choosing between the different L&G or Prudential funds as per the amounts you indicated above. Check that the total in all the funds chosen is the same as your total above.

Legal & General Investment Funds	Description	Management Charge	Contribution (£ or % as above)
L&G Cash	A wide range of different cash deposits and short-term investments	0.40%	
L&G Over 15 Year Gilts Index	Government bonds which pay a fixed rate of interest – index tracker	0.38%	
L&G Over 5 Year Index-linked Gilts Index	Government bonds which pay a rate of interest linked to inflation – index tracker	0.38%	
L&G AAA-AA-A Corporate Bond All Stocks Index	Company bonds – index tracker	0.42%	
L&G Property	Commercial property such as offices, shops, factories and warehouses – actively managed	0.72%	
L&G Ethical Global Equity Index	Shares that meet ethical criteria – index tracker	0.60%	
L&G UK Equity Index	UK company shares – index tracker	0.40%	
L&G Global Equity Market Weights 30/70 Index 75% Currency Hedged	30% in UK and 70% in global shares – index tracker, 75% of overseas shares are hedged against exchange rate movements	0.44%	
Artemis Income	UK company shares – actively managed	1.11%	
L&G (PMC) World Emerging Markets Fund 3	Shares in emerging economies – passively managed	0.75%	
M&G Global Leaders	Global shares – actively managed	1.35%	
Lifestyle Strategy	L&G Global Equity Market Weights 30/70 Index fund up to 10 years to retirement, switching to L&G Over 15 years Gilts Index fund and to L&G Cash fund at retirement	Varies according to the underlying funds	

**Total**

Prudential Investment Funds	Description	Management Charge	Contribution (£ or % as above)
Prudential Deposit	A fund that earns a rate of interest set each month in line with Bank of England base rate	0%	
Prudential Corporate Bonds	Company bonds – actively managed	0.75%	
Prudential With-profits	Shares, property, bonds and cash. The returns on this fund are smoothed – actively managed	1.00%	
HSBC Amanah	Shares in companies that comply with Islamic Shariah Principles	0.90%	

**Total**

Please return completed form to:  
Pensions Department, Block 17, 53S7/4d, Land Rover, Lode Lane, Solihull, B92 8NW

Reviewed: April 2013

Updated: April 2013



## Additional Voluntary Contribution Request Form

---

I understand that the value of my AVCs may go down as well as up and that I could end up with less than I have paid in.

I authorise the deduction and investment of the appropriate contributions from my pay before tax in accordance with the instructions above. I have read and understood the AVC booklet and the notes below.

I understand that the Trustees of The Land Rover Pension Scheme ('the Scheme'), their advisers, the Scheme administrator and my employer will need to process certain data about me. This data may include items categorised under the Data Protection Act 1998 as "sensitive" data. I accept that the Trustees, their advisers, the Scheme administrator and my employer may need this data in order to calculate and pay my benefits and for the administration of the Scheme. I agree to this processing.

**Member Name:**  
*(please print)*

**Member  
Signature:**

**Date:**

**Internal  
Telephone No:**

**Home  
Telephone No:**

Please return completed form to:  
Pensions Department, Block 17, 53S7/4d, Land Rover, Lode Lane, Solihull, B92 8NW

Reviewed: April 2013  
Updated: April 2013



## **Additional Voluntary Contribution Request Form**

---

### **NOTES**

You should refer to the AVC booklet.

### **FIXED CONTRIBUTION RATE**

If you wish to contribute a regular fixed amount per pay period, enter the total amount in the box. The minimum amount is £1.00 per week or £4.00 per month but you must ensure that the amount does not exceed 10% of your earnings. Your scheme contributions are not taken into consideration in the 10% maximum AVC contribution.

If you wish to split your investment, enter the amount in each column (as appropriate). For example, if you are making AVC payments of £10 per pay period and of that £10, you would like to pay £5 into the L&G Equity Index and the other £5.00 into the Prudential With-Profits Fund. When added together, the individual amounts must equal your total contribution.

### **PERCENTAGE CONTRIBUTION RATE**

Your deductions are deducted as a percentage of your GROSS pay.

If you want to make the maximum contribution, write MAX in the box. You may pay up to 10% or less of your gross pay into your chosen AVC fund.

If you wish to split your investment, you MUST split on a percentage of total AVC basis. For example, if you are making AVC payments of 5% per pay period and of that 5% you would like to pay 50% of the amount into the L&G Equity Index and the other 50% into the Prudential With-Profits Fund. When added together, the individual percentages must equal your total contribution.

### **FAIR COLLECTION NOTICE**

#### Data Protection

Prudential, L&G and their other companies, and the Trustees or Managers of the Scheme will use the details and personal information you have given (together with any other information about you) for administration, servicing, risk assessment, fraud prevention and regulatory purposes. We may also need to disclose your information to our other service providers (including the Trustees' or Managers' advisors) for these purposes and to pass it to the sponsoring employer or the Inland Revenue.

Please note that you have a right to apply for a copy of your personal information (for which a fee may be charged) and to have any inaccuracies corrected.

Please return completed form to:  
Pensions Department, Block 17, 53S7/4d, Land Rover, Lode Lane, Solihull, B92 8NW

Reviewed: April 2013

Updated: April 2013