

Jaguar Pension Plans

Additional Voluntary Contribution Change Form



Please refer to the notes below 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"/>
Internal Telephone No:	<input type="text"/>	Home Telephone No:	<input type="text"/>

Please complete Sections 1 and 2 as applicable.

Section	When to complete this section
Section 1 – Contribution rate	<p>If you wish to change the rate at which you contribute to the AVC Plan, or make a one-off contribution.</p> <p>If you wish to cease paying AVCs, please show this as zero on the amount or percentage you wish to pay.</p> <p>Your fund selections will remain unchanged unless you also complete an 'Additional Voluntary Contribution – Investment Selection Form'</p>
Section 2 – Declaration	You must complete this Section, to confirm your instructions.

If you would like to change the funds in which you are invested, please complete and return an 'Additional Voluntary Contribution – Investment Change Form'

NOTES

You can pay your AVCs as either a fixed amount or as a percentage of your pay.

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.

Percentage Contribution Rate

Your deductions are calculated as a percentage of your GROSS pay, which is all your earnings including overtime, shift and bonus.

Please return completed form to:
Payroll Department, Mail Drop: 53S7/4. Block 17, Lode Lane, Solihull, B92 8NW

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Section 1 – Contribution rate

Please choose whether you wish to contribute a fixed rate **or** a percentage of your gross earnings, indicating how much to invest.

a) Fixed rate contribution	£
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OR

b) Percentage of gross earnings	%
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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 April _____ (please insert relevant year). Your contribution will be invested in line with your current investment selections unless you also complete an 'Additional Voluntary Contribution – Investment Change Form'

Section 2 – Declaration

I understand that the value of my AVCs may go down as well as up, which may result in a fund value that is 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 Jaguar Pension Plan ("the Plan"), their advisers, the Plan administrator and my employer will need to process certain data about me, in order to calculate and pay my benefits and for the administration of the Plan. This data may include items categorised under the Data Protection Act 1998 as "sensitive" data. I agree to this processing.

Member Name:
(please print)

Member Signature:

Date:

Data Protection

The Trustees or Managers of the Plan, and their AVC providers (L&G, Prudential and their other companies) 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' advisers) 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.