



Unum Pension Scheme

Members' Booklet

A guide for members who have not yet started taking their pension

Effective from 1 December 2022

This booklet has been written to help you understand the main benefits of being a member of the Unum Pension Scheme ('the Scheme') after 30 June 2014. As such, this booklet is only a guide to the benefits available. It is the Trust Deed and Rules that legally govern the Scheme. The Trust Deed and Rules may be varied from time to time by Unum with the consent of the Trustees.

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Introduction

This booklet has been written to help you understand the main benefits of being a member of the Unum Pension Scheme ('the Scheme') after 30 June 2014. As such, this booklet is only a guide to the benefits available. It is the Trust Deed and Rules that legally govern the Scheme. The Trust Deed and Rules may be varied from time to time by Unum with the consent of the Trustees.

We have tried to make the booklet as easy to understand as possible, recognising that pensions are a difficult subject, but a very important one.

To assist with clarifying the terms used in this booklet any word in **bold** text has an explanation included in a list of definitions in the Glossary (Section 12).

Please note that the tax treatment of benefits (pensions, cash sums and lump sums) described in this booklet are dependent on existing HMRC practice continuing.

The Scheme provides the following valuable benefits:

- a pension, once taken is paid for the rest of your life;
- the option to take part of your pension as a **Cash Sum** when you retire;
- benefits on death; and
- the option to transfer your benefits.

Former members of the Sun Life Financial of Canada Final Salary Plan please read Section 13 which sets out the differences to the benefits under your specific section of the Unum Pension Scheme.

Pension Illustrations

If you are thinking about taking your pension or transferring it, contact Aon

Email: unum.pension@aon.com

Post: **The Unum Pension Scheme**, Aon, PO Box 196, Huddersfield, HD8 1EG

Keeping the Trustees informed

The Trustees need to ensure the quality of the Scheme's data is up to date; therefore it is important that any changes to your personal circumstances (including **Expression of Wish form**) are notified to the Scheme Administrator. This can be done by contacting Aon:

Email: unum.pension@aon.com

Post: **The Unum Pension Scheme**, Aon, PO Box 196, Huddersfield, HD8 1EG

Benefit Statements

If you are currently employed by Unum, your benefits are linked to your **Pensionable Salary** and you receive an annual benefit statement.

If you leave Unum's employment, you will receive a final leaving statement showing your entitlement as at the date you left. This statement is not updated each year.

PensionLine

You are now able to access your account online via PensionLine. This website should be your first port of call if you want information about the Scheme or your benefits.

You can see information about the benefits you have built up in the Scheme, or access details of your current pension if you are a pensioner member.

You can update your personal details and update your nomination details where applicable. If you are an active or deferred member, there is a modeller you can use to project your future income. You can also find copies of key Scheme documents such as the recent Report and Accounts and our Privacy Notice, which explains how we protect your personal information.

You will need to log in to use the website. You will need your National Insurance number (which is your user ID) and the password you set up. If you have forgotten your password, it's easy to set up a new one – just go to the home page and follow the onscreen instructions.

If you haven't visited the website before, you will need to enrol before you can log in. Enrolling is straightforward. Again, please go to the home page and follow the on-screen instructions.

1– The History of the Scheme

National Employers Life Group Pension Scheme was established on 1 May 1984. Unum acquired National Employers Life Assurance Co Ltd in 1990. The National Employers Life Group Pension Scheme was renamed Unum Management Company Pension Scheme in 1994 and it is now known as Unum Pension Scheme.

The Scheme is what is known as a 'final salary scheme' with the pension payable on retirement being based on Final Pensionable Salary and length of service.

The Scheme was contracted out of the State scheme between 1 May 1984 and 30 June 2014.

The Scheme closed to new members from 31 December 2002.

On 1 March 2003, employees who transferred employment from Sun Life Financial of Canada were included in the Scheme as pension members from this date with slightly different entitlements. Section 13 explains the differences in benefits for former employees of Sun Life Financial of Canada.

The Scheme closed to future accrual on 30 June 2014, but members who are still employed by Unum will have benefits earned up to the date of closure linked to their **Final Pensionable Salary** on leaving Unum employment, opting out of the Scheme or on drawing a pension.

During the history of the Scheme there have been many legislation changes that have impacted members' benefits. We have tried to make the booklet as easy to understand as possible and outline how benefits are provided for the majority of members. If there are legislative or benefit changes that impact only some members, the booklet has outlined these in Section 14.

2 – How will my pension be calculated?

Your pension will depend on your **Final Pensionable Salary** and your **Pensionable Service**.

The formula used to calculate your pension is:

$$\boxed{\text{Your Final Pensionable Salary}} \times \boxed{\text{Your Pensionable Service / 60}} = \boxed{\text{Your annual pension}}$$

2.1 If you have left Unum's employment by 30 June 2014

Your pension is calculated using your **Final Pensionable Salary** and **Pensionable Service** at your date of leaving service.

This annual pension is then increased for the period between leaving service and when you take your pension (known as "revaluation" as described in Section 10).

2.2 If you have left Unum's employment after 30 June 2014

Your pension is calculated as in 2.3 below but using your date of leaving service instead of when 'you take your pension'.

This annual pension is then increased for the period between leaving service and when you take your pension (known as "revaluation" as described in Section 10).

2.3 If you are employed by Unum

If you take your pension whilst employed or immediately on leaving Unum, then your pension is the greater of:

- A. The pension calculated based on your **Final Pensionable Salary** when you take your pension. **Pensionable Service** is taken up to 30 June 2014; and
- B. The pension calculated based on your **Final Pensionable Salary** at 30 June 2014 plus increases (known as "revaluation" as described in Section 10). **Pensionable Service** is taken up to 30 June 2014.

To show how the formula in 2.3 above works, say:

Your Pensionable Service to 30 June 2014	=	20 years
Your Final Pensionable Salary at 30 June 2014	=	£30,000
Your Final Pensionable Salary when you take your pension	=	£33,000

A. Pension calculated based on your Final Pensionable Salary when you take your pension	B. Pension calculated based on your Final Pensionable Salary at 30 June 2014 plus revaluation
$£33,000 \times 20 / 60 = £11,000$	Pension at 30 June 2014 $£30,000 \times 20 / 60 = £10,000$
	Plus revaluation from 30 June 2014 to the date you take your pension = £1,500 (for example)
	Total = £11,500

In this case your pension is £11,500.

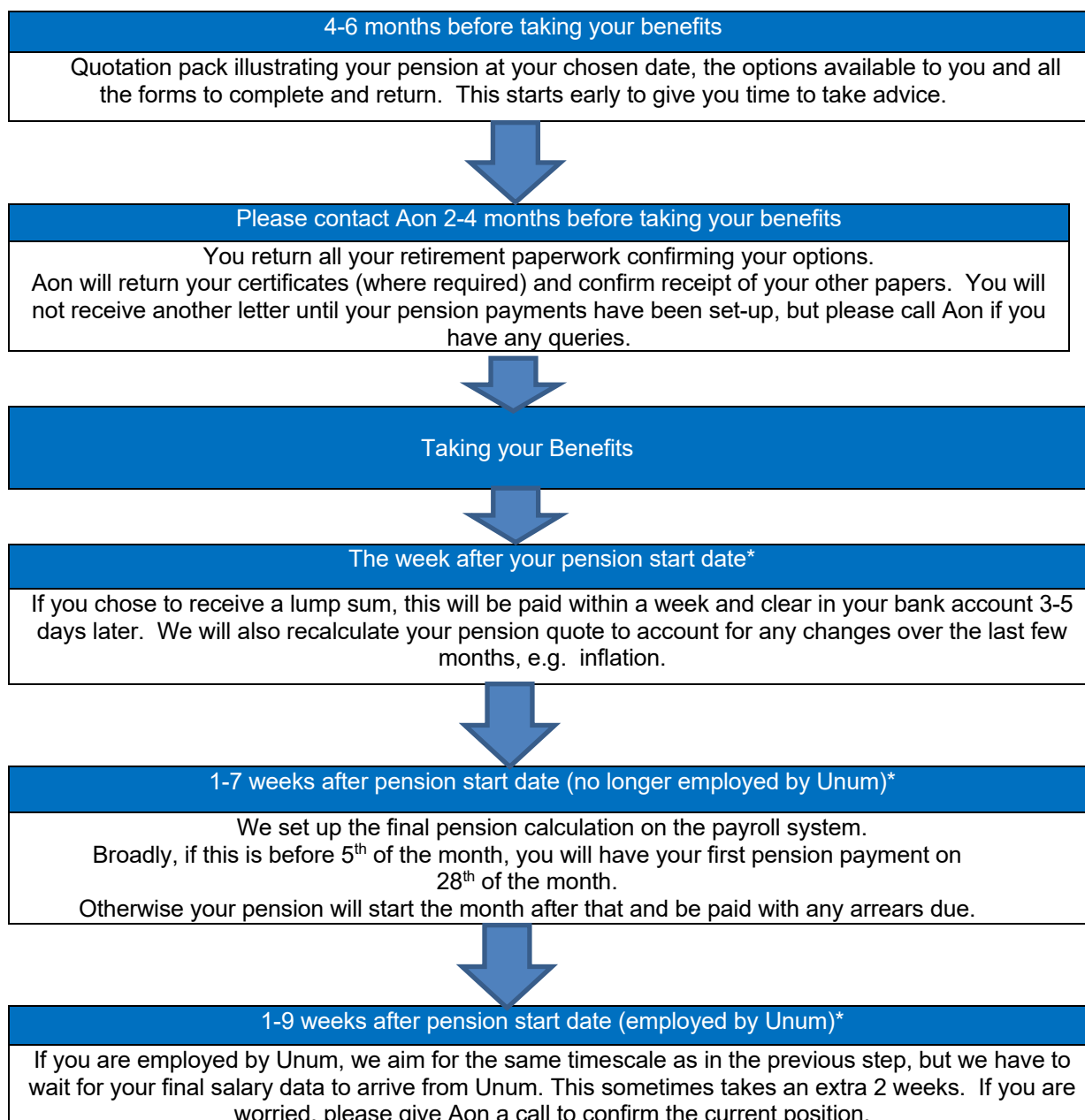
If your **Final Pensionable Salary** had increased by more since 30 June 2014 then calculation A could have given the higher pension. For example if your **Final Pensionable Salary** when you take your pension is £36,000, then your pension would be $£36,000 \times 20 / 60 = £12,000$.

What happens if I want a quote of my pension and then wish to take it?

You may want to take independent professional advice on planning when and how to take the pensions you have. You will need to consider all your pensions and incomes and how they fit your future income needs. See Section 11 about MoneyHelper and State Pension forecasts.

If you are thinking about taking your pension from the Scheme, contact Aon.

The chart below sets out the retirement process for the Scheme and confirms what information you can expect to receive if you request a pension quote. (This will happen automatically as you approach age 65.)



*If you have **AVCs**, it can affect the timescales.

If you have paid **AVCs**, the administrators will have to wait for the assets to be disinvested and paid into the Trustees' bank account before Aon can perform the final pension calculation and pay either your lump sum or commence payment of your pension. Your **AVCs** cannot be disinvested before your pension start date. Aon try to coordinate it all so the timescales are not impacted too much, but it is sometimes dependent on other parties.

3 – TAKING YOUR PENSION

You have the following options:

- Pension – your pension will be paid to you monthly in advance, for the rest of your life. Your pension is subject to income tax in the same way as earnings and any tax payable will be deducted before payment to your bank account.
- **Cash Sum** and reduced pension – you can exchange ("commute") part of your pension for a **Cash Sum**, which is currently tax-free. You will receive a smaller pension because you have to give up some pension to receive the **Cash Sum**. (See Section 4)
- Trivial Commutation – if your pension in the Scheme has a value of less than £10,000, or if the total value of your pension benefits from all registered pension plans is less than £30,000, and you are aged over 55 (over age 57 from 06/04/2028), you can take your benefits as a lump sum rather than as a pension. (See Section 4). If you are still in employment and making or receiving pension contributions you are advised to take financial advice before exercising this option as your ability to continue to make these contributions can be impacted.
- Transfer out of the Scheme – Defined Contribution pension schemes allow more flexibility as to how and when their members can access pension savings. This Scheme is a Defined Benefit pension scheme and so you would have to transfer out of the Scheme to access those flexibilities. (See Section 6)

When can I start taking pension?

The amount of your pension from the Scheme changes, depending on when you choose to start taking it. You can take your pension:

- between ages 55 and 62 (reduced for early payment);
(from 06/04/2028 between ages 57 and 62 (reduced for early payment))
- between ages 62 and 65; or
- after age 65 (increased for delayed payment).

If you joined the Scheme between 1 April 1997 and 10 December 2003, there are certain circumstances where you may start taking your pension from the age of 50. Also if you are permanently incapacitated you can take your pension before age 55 (age 57 from 06/04/2028).

You can start taking your pension whilst still working. However if you plan to take your pension whilst continuing to make pension contributions or have them made on your behalf by your employer, you are advised to take Independent Financial Advice.

You must take the whole of your main pension from the Scheme at one time. Your **AVC** benefits can become payable when your pension from the Scheme is paid or, in certain circumstances, you can defer your **AVC** benefits until a later date up to age 75.

Taking your pension before age 62

Your pension will be reduced because it is likely to be paid over a longer period. The reduction will depend on your age when you retire.

The reduction is set by the Trustees based on advice from the Scheme Actuary. The reduction is intended to make the lower pension broadly equal in value to the pension you would have received at age 62 so that you do not lose or gain by taking your pension earlier. The reduction amounts are reviewed regularly.

Taking your pension between ages 62 and 65

Your pension is calculated as in Section 2. There is no reduction or increase for taking your pension earlier or later.

Though your pension still gets revalued up to when you take your pension, as described in Section 10.

Taking your pension after age 65

You must start taking your pension before you reach age 75.

Your pension will be calculated as in Section 2 as though you had taken it at age 65 and then an increase is applied.

The increase is set by the Trustees based on advice from their Scheme Actuary. The increase is intended to make the higher pension broadly equal in value to the pension you would have received at age 65 so that you do not lose or gain by taking your pension later. The increase amounts are reviewed regularly.

Dependant's pension option

You may give up part of your pension in return for a higher Spouse's / Adult Dependant's / Children's pension payable on your death after taking your pension. If you want to exercise this option you should ask Aon before you take your pension.

Section 9 explains the benefits payable on death after taking pension.

4 – CASH SUM IN EXCHANGE FOR SOME PENSION

When you start taking your pension you can exchange ("commute") part of it for a **Cash Sum**, which is tax-free under current legislation.

If you do this your spouse's and children's pensions are unaffected.

How much?

You are able to take up to 25% of the value of your pension, including **AVC** benefits, as a **Cash Sum** when you start taking your pension.

You are allowed to take all of your **AVC** fund as part of the **Cash Sum**, provided that the amount is within the relevant limits and you take your **AVC** benefits at the same time as your main Scheme benefits.

The rate at which you can exchange pension for a **Cash Sum** (that is the Cash Sum you receive for each £1 a year of pension you give up) is known as the "commutation factor". From time to time the Trustees may change the commutation factors on the advice of the Scheme Actuary. The change in commutation factor may affect the amount of **Cash Sum** you are able to receive.

You will be notified of the maximum **Cash Sum** you can take when you request details about taking your pension.

Notification

Should you wish to take a **Cash Sum**, you need to notify the Trustees in good time before you intend to start taking your pension. The payment must be made in prescribed timescales or it will be deemed to be unauthorised and will lose its tax-free status.

Trivial commutation

If your total benefits in the Scheme (including **AVCs**) have a value of less than £10,000, or if the total value of your benefits from all registered pension plans is less than £30,000, and you are aged over 55 (over 57 from 06/04/2028), you can take your benefits as a **Cash Sum** rather than as a pension. 25% of this is tax-free under current legislation, with the balance taxed as income (at your marginal rate of income tax). This would cease all of your benefits under the Scheme.

5 – INCREASES TO PENSIONS IN PAYMENT

Increases to your pension are generally in line with price inflation although certain maximum annual increases apply depending on when your pension was earned.

Portion of your pension	Increase each year
Earned up to 5 April 1997	The increase in the CPI up to 2.5%
Earned from 6 April 1997 to 5 April 2010	The increase in the CPI up to 5%
Earned from 6 April 2010	The increase in the CPI up to 2.5%

Spouse's / Adult Dependant's / Children's Pensions

These pensions increase on a similar basis as for your pension.

6 – TRANSFERRING YOUR PENSION

Transferring to another pension arrangement

If you are thinking about transferring your benefits provided by the Scheme, contact Aon.

All benefits provided by the Scheme cease on completion of a transfer.

You can transfer your benefits, as long as you have not yet started to draw your pension. If you are over age 64 you will need the Trustees' permission to transfer.

You may be able to transfer to a Defined Contribution (“DC”) arrangement and access the flexibilities it offers, such as allowing members to take as much of their DC pension savings as they wish (including all of them) as a cash lump sum, or as income during their retirement without the need to buy an annuity.

Please note that if your transfer value is in excess of £30,000 you will be asked to provide proof to the Scheme’s administrators that you have received Independent Financial Advice before the transfer can be completed. The Trustees cannot provide this advice and neither can they comment on it.

To help you find a local Independent Financial Adviser visit:
www.fca.org.uk/consumers/finding-an-adviser

Please read the section below on pension liberation.

Transfer value

If you ask to transfer your pension out of the Scheme, the Scheme Actuary will calculate the transfer value for you. This is done by assessing the present cash value of your benefits, including the value of the increases for each year before and after taking your pension, based on current investment conditions.

Within 3 months of asking (or 6 months in exceptional circumstances outside the Trustees' control), you will be provided with a statement showing your entitlement. The figure shown in the statement will be guaranteed for 3 months from the quotation date and, if accepted, will be paid within 6 months from the quotation date.

If you do not take up the option, the Trustees are not obliged to provide you with a further statement until 12 months after the last date you asked.

Pension liberation

This is a type of scam where individuals are encouraged to access their pension savings before the law allows and convert them into a cash sum instead.

New pension scams are coming to light all the time. Some scams will sound convincing and will appear to be legal. Bogus ones will probably result in you losing most, if not all, of your savings. In addition, you may also be subject to tax charges of over half the value of your pension for taking an 'unauthorised payment'.

There are guides to spotting potential pension scams, on what to do if you suspect a scam and who to contact. Please visit them for more details on how to protect yourself against pension scams.

www.thepensionsregulator.gov.uk/en/pension-scams

www.fca.org.uk/scamsmart/how-avoid-pension-scams

Transferring from another pension arrangement to the Scheme

If you have previously transferred benefits to the Scheme, these will be included in your pension calculation.

Transfers to the Scheme from other pension arrangements are no longer allowed.

7 – DEATH BENEFITS – BEFORE TAKING PENSION (IN SERVICE)

If you die whilst a permanent employee of Unum before age 75 and before taking your pension, the following benefits are payable:

1. **Lump Sum**
2. **Spouse's/Adult Dependant's Pension**
3. Children's pensions

Lump Sum

Lump Sum equal to 4 times your **Pensionable Salary**.

Whether this is paid and to whom is at the discretion of the Trustees. It is important you notify the Trustees of the person(s) you would like the lump sum to be paid to (although the Trustees are not bound by your wishes). At the back of this booklet you will find an **Expression of Wish form** for you to do this. If you wish to change your nomination, a new **Expression of Wish** should be completed.

If you have paid **AVCs**, the value of your **AVC** fund will be paid in addition.

Lump Sum death benefits may be taxable if the total lump sum benefits from all registered pension plans exceed your remaining Lifetime Allowance (the standard Lifetime Allowance reduced by the value of all your benefits when they came into payment). Any excess of your remaining Lifetime Allowance will be taxed at 55%.

Spouse's/Adult Dependant's Pensions

A pension is payable of 1.5% of your **Final Pensionable Salary** at the date of your death for each year between your joining the Scheme and your 65th birthday, adjusted for part-time work. The maximum pension is 45% of your **Final Pensionable Salary**.

To show how this formula works, say:

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Years between joining the Scheme to age 65	=	25 years
Your Final Pensionable Salary at date of death	=	£40,000
Maximum Pension : 0.45 x Final Pensionable Salary at date of death		0.45 x 40,000 = £18,000
Spouse's/Adult Dependant's Pension		0.015 x 40,000 x 25 = £15,000 within maximum

The pension will be paid to your spouse or civil partner. However, a common law partner or

other adult **Dependant** may qualify for the pension, subject to the Trustees' discretion.

If your spouse or civil partner is more than 15 years younger than you, this pension will be reduced by a rate advised by the Scheme Actuary, for each year over 15, to take into account the likely longer period of payment.

Increases in payment to **Spouse's/Adult Dependant's Pensions** are on a similar basis as for the **Member's** pension - see Section 5.

Children's pensions

If you have dependent children, they will each receive a pension of one quarter of the value of the **Spouse's/Adult Dependant's Pension** calculated as above. Pension is payable to a maximum of 4 children. These are payable to children up to age 23.

Increases in payment to children's pensions are on a similar basis as for the **Member's** pension - see Section 5.

8 – DEATH BENEFITS – BEFORE TAKING PENSION (NO LONGER IN SERVICE)

If you die after leaving Unum's employment and before taking your pension, the following benefits are payable:

1. **Lump Sum** (from **AVCs**)
2. **Spouse's/Adult Dependant's Pension**
3. Children's pensions (at Trustees discretion)

Lump Sum

If you have paid **AVCs**, the value of your **AVC** fund will be paid.

Lump Sum death benefits may be taxable if the total lump sum benefits from all registered pension plans exceed your remaining Lifetime Allowance (the standard Lifetime Allowance reduced by the value of all your benefits when they came into payment). Any excess of your remaining Lifetime Allowance will be taxed at 55%.

Spouse's/Adult Dependant's Pensions

A pension is payable of 1/160th of **Final Pensionable Salary** for each year of **Pensionable Service** increased between your date of leaving Unum and the date of your death in the same way as your **Preserved Pension** (see Section 10).

If your spouse or civil partner is more than 15 years younger than you, this pension will be reduced by a rate advised by the Scheme Actuary for each year over 15, to take into account the likely longer period of payment.

Children's pensions

No children's pensions are payable if a pension is payable to your Spouse / Adult Dependant. However, if no such pension is payable, then the Trustees do have discretion to pay a pension to a financially dependent child or children.

9 – DEATH BENEFITS – AFTER TAKING PENSION

On death after taking your pension, the following benefits will be paid:

1. Cash payment (if death is within 5 years of retirement)
2. **Spouse's/Adult Dependant's Pension**
3. Children's pensions
4. **Lump Sum** (if still a permanent employee of Unum)

Cash payment

If you die within 5 years of starting to take your pension, a cash lump sum equivalent to the remainder of 5 years' pension payments will be paid. This will exclude any prospective pension increases.

To whom (and whether) this is paid is at the discretion of the Trustees. It is important you notify the Trustees of the person(s) you would like payment of the lump sum to be made (although the Trustees are not bound by your wishes). At the back of this booklet you will find an **Expression of Wish form** for you to do this. If you wish to change your nomination, a new **Expression of Wish** should be completed.

Lump Sum death benefits may be taxable if the total lump sum benefits from all registered pension plans exceed your remaining Lifetime Allowance (the standard Lifetime Allowance reduced by the value of all your benefits when they came into payment). Any excess of your remaining Lifetime Allowance will be taxed at 55%.

Spouse's/Adult Dependant's Pensions

A pension of two thirds your full pension (even if you have already taken a **Cash Sum**) will be paid.

If your spouse or civil partner is more than 15 years younger than you, this pension will be reduced by a rate advised by the Scheme Actuary for each year over 15, to take into account the likely longer period of payment.

Increases in payment to **Spouse's/Adult Dependant's Pensions** are on a similar basis as for the **Member's** pension – (see Section 5).

Dependant's pensions are not included within the Lifetime Allowance although, if they become payable on your death after age 75, they must not exceed the amount of your pension.

Children's pensions

If you have dependent children, they will each receive a pension of one quarter of the value of the **Spouse's/Adult Dependant's Pension** calculated as above. Pension is payable to a maximum of 4 children. These are payable to children up to age 23.

Increases to children's pensions are on a similar basis as for the **Member's** pension – (see Section 5).

Lump Sum

The **Lump Sum** as in Section 7 is payable if you are still a permanent employee of Unum.

10 – LEAVING SERVICE

If you leave Unum's employment, your **Lump Sum** death benefit ceases.

On leaving service, your **Final Pensionable Salary** becomes fixed and you are provided with a statement of your benefits at the date of leaving. This is known as a **Preserved Pension**.

Your **Preserved Pension** is increased for the period between leaving service and when you take your pension (known as "revaluation").

If you left by 30 June 2014

Your **Preserved Pension** is calculated using your **Final Pensionable Salary** and **Pensionable Service** at your date of leaving.

If you left after 30 June 2014

Your **Preserved Pension** is the greater of:

- A. The pension calculated based on your **Final Pensionable Salary** at your date of leaving; and
- B. The pension calculated based on your **Final Pensionable Salary** at 30 June 2014 plus increases up to your date of leaving (known as "revaluation" as described below).

In both calculations, **Pensionable Service** is taken up to 30 June 2014.

Revaluation

These increases are generally in line with price inflation (subject to certain maximum increases) as shown below.

Portion of your pension	Revaluation
Earned up to 5 April 2009	The increase in the CPI up to 5% per annum
Earned from 6 April 2009	The increase in the CPI up to 2.5% per annum

Your benefits in the Scheme will be held for you until you start taking your pension or transfer your benefits out to another pension arrangement, as described in Section 6.

Death after leaving service but before taking your pension

See Section 8.

11 – FURTHER INFORMATION

Trustees Report

Details of the Trustees and their advisers, as well as the Scheme's audited accounts, an actuarial statement and investment report showing progress on the Scheme are given in an annual report.

Pension Tracing Service

All necessary details of the Scheme have been given to the Pension Tracing Service. The service has been set up to help individuals trace schemes of previous employers where they have lost contact with the company. Contact details:

Tel: 08007310193

www.gov.uk/find-pension-contact-details

MoneyHelper

You can obtain free impartial government guidance to help you understand what you can do with your pension by visiting www.moneyhelper.org.uk

State Pension Forecasts – Department for Work and Pensions

You can find out how much State Pension you may get, the earliest you can get it, and if you can improve it. You can also see your National Insurance record. All you need to do is go to the website www.gov.uk/check-state-pension create an account and verify your identity (it's useful to have your payslips, passport and/or driving licence to hand).

Internal Dispute Resolution Procedure (IDRP) – January 2021

This note summarises the dispute resolution procedure, which the Trustees have established for the Scheme. It meets the requirements of the Pensions Act 2004 and the Occupational Pension Schemes (Internal Dispute Resolution Procedures Consequential and Miscellaneous Amendments) Regulations 2008.

Scope

This procedure is intended to resolve difficulties encountered by Scheme members and other beneficiaries. It may be used for all complaints involving the Scheme, which are not already being investigated elsewhere, for example by the Pensions Ombudsman. It is not suitable for dealing with employment problems. All Scheme issues should be raised first through this procedure.

Eligibility

The procedure is available to all Scheme members; including those who have retired or who no longer work for the company. It is also available to the widow, widower, civil partner, surviving dependant (e.g. a child) of a deceased member or a non-dependant beneficiary of a deceased member and any person who ceased to be within any of the above categories in the six months before the date the complaint was received. It is not available to former members who have transferred their benefits out of the Scheme.

Making a Complaint

All complaints must be made in writing to the Trustees of the Scheme, either by post care of Ian Herbert (Scheme Secretary), Parkside House, Ashley Road, Epsom, KT18 5BS, or by email to unum.pension@aon.com and it must include the following information:

- Your full name, address, date of birth and national insurance number.
- A full explanation of the complaint.
- If a representative is complaining on your behalf, the address for correspondence.

Attached to this policy is a template form you should use where possible to raise your complaint.

How Complaints Are Resolved

Your complaint will be acknowledged in writing.

You will then receive a written decision from the Trustees of the Scheme (either via post or email) including the following information:

- A statement of the decision.
- A reference to the documentation and / or legislation relied on.
- Information about the possibility of referring a complaint, or a point of fact or law, to the Pensions Ombudsman.

A decision must be made within four months of receipt of the complaint and a reply issued to you within 15 working days of the decision having been made, unless it is not reasonable to expect a reply this quickly, in which case you will receive an indication of timescale.

If You Are Still Not Happy

If you are not satisfied with your response from the IDRP process then you may refer your complaint to the Pensions Ombudsman free of charge.

The Pensions Ombudsman deals with complaints and disputes which concern the administration and/or management of occupational pension schemes. The Pensions Ombudsman can be contacted at:

10 South Colonnade

Canary Wharf

E14 4PU

Tel: 0800 917 4487

Email: enquiries@pensions-ombudsman.org.uk

Website: www.pensions-ombudsman.org.uk

Information or Guidance

If you have general requests for information or guidance concerning your pension arrangements contact:

MoneyHelper

120 Holborn

London EC1N 2TD

Tel: 0800 011 3797

Website: www.moneyhelper.org.uk

[There](#) is an online enquiry form available.

Data Protection

A detailed privacy notice and a summary are available explaining how the Trustees obtain, store, use and share your personal information.

This is available in My Library in the Resource Centre at www.mypensionline.com/unum

(Internal Dispute Resolution Procedure)

Please return your completed application form to the Trustees of the Scheme, either by post care of Ian Herbert (Scheme Secretary), Parkside House, Ashley Road, Epsom, KT18 5BS or by email to unum.pension@aon.com

Details	
1	Full name of applicant
2	Address
3	Date of birth
4	National Insurance Number
5	<p>Member status</p> <p>a. Deferred Member but still employed by Unum b. Deferred Member no longer employed by Unum or NEL c. Pensioner member</p> <p><i>(Delete as appropriate)</i></p>
6	Date of employment
7	<p>If not, a Member falling within any of the categories in 5 above state:</p> <p>7.1 capacity in which application made</p> <p>a. Widow b. Widower c. Surviving Civil Partner d. Surviving Dependant of a deceased member of the Scheme e. Other</p> <p><i>(Delete as appropriate)</i></p> <p>Other (please state)</p>
	<p>7.2 full name, address, date of birth and national insurance number of the relevant Scheme Member</p>

8	<p>If a representative is acting for the applicant state full name and address of the representative</p>	
9	<p>Address to which communications should be addressed if other than as stated in 2 above</p>	
10	<p>Particulars of complaint (statement as to the nature of the complaint with sufficient details to show why the complainant is aggrieved) * please provide any additional information on additional pages</p>	
11	<p>Date of application</p>	
12	<p>Signature of applicant or representative named in 8 above</p>	

Regulation of Pension Schemes

The Pensions Regulator (“TPR”) is able to intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties. If you feel you need to contact TPR, their address is:

The Pensions Regulator, Napier House, Trafalgar Place, Brighton BN1 4DW

Your data

A detailed privacy notice and a summary are available explaining how the Trustees obtain, store, use and share your personal information.

Ex-SLOC - see Section 13

This is available in My Library in the Resource Centre at www.mypensionline.com/unum

12 – GLOSSARY

To assist with clarifying the terms used in this booklet any word in **bold** text is explained in this Section.

Additional Voluntary Contributions (AVCs) – Extra contributions made by a **Member** to increase their pension. Following the Scheme closure to future accrual, **AVCs** are no longer payable. **AVC** funds built up under the Scheme prior to 30 June 2014 will still be held by the designated insurance companies.

Cash Sum – The cash sum that can be taken, tax-free under current legislation, in exchange for a reduced pension.

CPI – The Government's Consumer Prices Index measure of inflation.

Dependant – Any legitimate child of the **Member** (including a legally adopted child or a step-child who is dependent upon the **Member**) under age 23 or any other individual who in the opinion of the Trustees is financially dependent on or interdependent with the **Member**. A common law partner may be classified as a **Dependant** subject to the Trustees' discretion.

Final Pensionable Salary – The highest **Pensionable Salary** in the 5 years before starting to take pension or leaving Unum employment. This cannot exceed the **Scheme Specific Earnings Cap** unless you joined the Scheme before 1 June 1989.

Member – A current or past employee of Unum, who was admitted into the Scheme.

Lump Sum – A one-off payment made on a **Member's** death whilst a permanent employee of Unum.

Expression of Wish – The form you need to use to notify the Trustees of your wishes concerning death benefits. However, this form is not binding on the Trustees who retain the final decision as to who will receive the benefits.

Pensionable Salary – The basic salary received in the preceding 12 months, and if you receive sales related bonuses, the average annual amount of your sales related bonuses in the last three years (or such shorter period over which you

were eligible to receive them). If you work part time an equivalent full time value, as determined by the Trustees and Unum will be used when calculating pension but not when calculating lump sum death benefits.

Pensionable Salary cannot exceed the **Scheme Specific Earnings Cap** unless you joined the Scheme before 1 June 1989. If you have a salary sacrifice arrangement with Unum, your **Pensionable Salary** will be calculated before the deduction of your annual salary sacrifice amount.

Pensionable Service – Complete years and months as a **Member** of the Scheme up to 30 June 2014, up to a maximum of 40 years.

Statutory maternity, paternity or adoption leave while working for Unum is included in the calculation of your **Pensionable Service**. Part-time service will be adjusted and allowed for in the calculation of your benefits.

Scheme Specific Earnings Cap – The cap limits the **Pensionable Salary** and **Final Pensionable Salary** on which certain benefits are based and will increase each April in line with the increase in the Government's Index of National Average Earnings at the previous 30 September. The **Scheme Specific Earnings Cap** applies to **Members** who joined the Scheme on or after 1 June 1989. The **Scheme Specific Earnings Cap** for 2019/20 is £151,200.

Spouse's/Adult Dependant's Pension – The pension paid to the legally married husband or wife or a civil partner (as recognised under the Civil Partnership Act) of a deceased **Member**, or an adult **Dependant** of the **Member**.

13 – Former members of the Sun Life Financial of Canada Final Salary Plan

As a former member of the Sun Life Financial of Canada Final Salary Plan, you automatically joined the Unum Pension Scheme on 1 March 2003. Your benefits are similar to those provided under the Sun Life Financial of Canada Final Salary Plan. Your pre 1 March 2003 pension in the Sun Life Financial of Canada Final Salary Plan has not been transferred into the Scheme.

Where there is a difference in your benefits to those explained in Sections 2 to 12 it is explained in this Section 13.

2 - How will my pension be calculated?

Your pension will depend on your **Pensionable Service** and your **Final Pensionable Salary**, see these terms in the following Section 12 revisions.

The formula used to calculate your pension is:-

$$\begin{array}{l} \boxed{\text{Your Final Pensionable Salary below the Upper Earnings Limit}} \times \boxed{\text{Your Pensionable Service / 60}} \\ \text{Plus} \\ \boxed{\text{Your Final Pensionable Salary above the Upper Earnings Limit}} \times \boxed{\text{Your Pensionable Service / 50}} \end{array}$$

2.1 If you have left Unum's employment by 30 June 2014

Your pension is calculated using your **Final Pensionable Salary** and **Pensionable Service** at your date of leaving service.

This annual pension is then increased for the period between leaving service and when you take your pension (known as "revaluation" as described in Section 10).

2.2 If you have left Unum's employment after 30 June 2014

Your pension is calculated as in 2.3 below but using your date of leaving service instead of when 'you take your pension'.

This annual pension is then increased for the period between leaving service and when you take your pension (known as "revaluation" as described in Section 10).

2.3 If you are employed by Unum

If you take your pension whilst employed or immediately on leaving Unum, then your pension is the greater of:

- A. The pension calculated based on your **Final Pensionable Salary** when you take your pension; and
- B. The pension calculated based on your **Final Pensionable Salary** at 30 June 2014 plus increases (known as "revaluation" as described in Section 10).

In both calculations, **Pensionable Service** is taken up to 30 June 2014.
To show how the formula in 2.3 above works, say:

Your Pensionable Service to 30 June 2014	=	11.33 years
Your Final Pensionable Salary at 30 June 2014	=	£47,000
Averaged Upper Earnings Limit – at 30 June 2014	=	£41,930
Your Final Pensionable Salary when you take your pension	=	£50,000
Averaged Upper Earnings Limit – at pension	=	£43,630

A. Pension calculated based on your Final Pensionable Salary when you take your pension	B. Pension calculated based on your Final Pensionable Salary at 30 June 2014 plus revaluation
$£43,630 \times 11.33 / 60 = £8,239$ plus $(£50,000 - £43,630) \times 11.33 / 50 =$ $£1,443$	Pension at 30 June 2014 $£41,930 \times 11.33 / 60 = £7,918$ plus $(£47,000 - £41,930) \times 11.33 / 50 = £1,149$
	Plus revaluation from 30 June 2014 to the date you take your pension = £900 (for example)
Total = £9,682	Total = £9,967

In this case your pension is £9,967. If your **Final Pensionable Salary** had increased by more since 30 June 2014 then calculation A could have given the higher pension. For example if your **Final Pensionable Salary** when you took your pension was £53,000, then your pension would be $£43,630 \times 11.33 / 60$ plus $(£53,000 - 43,630) \times 11.33 / 50 = £10,362$.

5 – Increases to Pensions in Payment

There is a difference to the increases which apply.
Increases to your pension are generally in line with price inflation although certain maximum annual increases apply depending on when your pension was earned.

Portion of your pension	Increase each year
Earned from 1 March 2003 to 5 April 2010	The increase in the RPI up to 5%
Earned from 6 April 2010	The increase in the RPI up to 2.5%

7 – Death benefits – before taking pension (in service)

There is a difference to the spouse's/adult dependant's pension and children's pensions.

Spouse's/Adult Dependant's Pensions

A pension is payable of 30% of your basic annual salary at the date of your death.

The pension will be paid to your spouse or civil partner. However, a common law partner or other adult **Dependant** may qualify for the pension, subject to the Trustees' discretion.

If your spouse or civil partner is more than 10 years younger than you, this pension will be reduced by a rate advised by the Scheme Actuary for, each year over 10, to take into account the likely longer period of payment.

Increases in payment to **Spouse's/Adult Dependant's Pensions** are on a similar basis as for the **Member's** pension - see Section 5.

Children's pensions

If you die and have no eligible spouse/partner, the **Spouse's/Adult Dependant's Pension** can be paid to your dependent children.

If your eligible spouse/partner dies whilst in receipt of the **Spouse's/Adult Dependant's Pension**, the pension will continue but will be paid instead to one or more of your dependent children. Dependent children will be eligible to receive the pension up to age 23.

8 – Death benefits – before taking pension (no longer in service)

There is a difference to the spouse's/adult dependant's pension and children's pensions.

Spouse's/Adult Dependant's Pensions

A pension is payable of 50% of your **Preserved Pension**, increased for the period between leaving service and your date of your death.

The pension will be paid to your spouse or civil partner. However, a common law partner or other adult **Dependant** may qualify for the pension, subject to the Trustees' discretion.

If your spouse or civil partner is more than 10 years younger than you, this pension will be reduced by a rate advised by the Scheme Actuary for each year over 10, to take into account the likely longer period of payment.

Increases in payment to **Spouse's/Adult Dependant's Pensions** are on a similar basis as for the **Member's** pension - see Section 5.

Children's pensions

No children's pensions are payable if a pension is payable to your Spouse / Adult Dependant. However, if no such pension is payable, then the Trustees do have discretion to pay a pension to a financially dependent child or children.

9 – Death benefits – after taking pension

There is a difference to the spouse's/adult dependant's pension and children's pensions.

Spouse's/Adult Dependant's Pensions

A pension is payable of 50% of your full pension (even if you have already taken a **Cash Sum**) will be paid.

The pension will be paid to your spouse or civil partner. However, a common law partner or other adult **Dependant** may qualify for the pension, subject to the Trustees' discretion.

If your spouse or civil partner is more than 10 years younger than you this pension will be reduced by a rate advised by the Scheme Actuary for each year over 10, to take into account the likely longer period of payment.

Increases in payment to **Spouse's/Adult Dependant's Pensions** are on a similar basis as for the **Member's** pension - see Section 5.

Children's pensions

No children's pensions are payable if a pension is payable to your Spouse / Adult Dependant. However, if no such pension is payable, then the Trustees do have discretion to pay a pension to a financially dependent child or children.

12 – Glossary

There are differences to the following terms for your benefits.

Final Pensionable Salary - The average of the best 36 consecutive months' basic salary in the last ten years before starting to take pension or leaving Unum employment. This cannot exceed the **Scheme Specific Earnings Cap**.

Pensionable Salary – The basic salary received in the preceding 12 months. If you work part time an equivalent full time value, as determined by the Trustees and Unum will be used when calculating pension but not when calculating lump sum death benefits. **Pensionable Salary** cannot exceed the **Scheme Specific Earnings Cap**. If you have a salary sacrifice arrangement with Unum, your **Pensionable Salary** will be calculated before the deduction of your annual salary sacrifice amount.

Pensionable Service - Complete years and days as a **Member** of the Scheme between 1 March 2003 and 30 June 2014.

Upper Earnings Limit – The Upper Earnings limit is set each year by the Government for the purposes of calculating national insurance contributions.

14 – THE PENSION SCHEME

How the Scheme works

The Scheme has been set up as a trust fund. The Scheme is run by the Trustees for the benefit of the members. The Trustees administer the Scheme in accordance with the Trust Deed and Rules. The Trustees of the Scheme are appointed by Unum and in accordance with the approved Member Nominated Trustee arrangements.

The assets of the Scheme are kept totally separate from Unum and invested in accordance with advice received from the Scheme's professional advisers.

Keeping you informed

All members should receive a brief version of the Scheme's Annual Report and Accounts and Summary Funding Statement which gives up-to-date financial information about the Scheme. If you would like to obtain a full version of the Annual Report and Accounts, please contact Aon.

Details of the Trustees and their advisers are published in the Annual Trustee Report (Newsletter).

These are available in My Library in the Resource Centre at www.mypensionline.com/unum

How do the Trustees seek advice?

Providing pensions and death benefits is often complicated. The Trustees therefore look to their advisers for expert assistance. Government legislation and guidance and the Scheme Trust Deed and Rules indicate those areas where the Trustees should, and sometimes must, seek professional advice.

Expert advice will normally be sought from the following people:

- The Scheme Actuary who monitors the financial state of the Fund, carries out regular actuarial valuations, annual funding updates and reports to the Trustees on the relationship between the assets (the Fund) and the liabilities (the benefits) advising whether the Fund will be sufficient to provide the benefits. The rate at which Unum pays contributions into the Fund is decided after consultation with the Trustees. In addition, the Scheme Actuary also gives advice on such matters as pensions practice and regulatory changes.
- The Legal Adviser prepares the Trust Deed and Rules for the Scheme and gives advice on legal issues.
- The Auditor is required to audit the Annual Report and Accounts showing how Fund money has been spent or invested in each Scheme year.
- The Investment Manager is a specialist in pension fund investment management and is appointed by the Trustees to secure the best return on the Scheme's investments at an acceptable level of risk. The Trustees can appoint more than one investment manager.
- The Administrators ensure that each member's records are kept up to date, that

benefits are correctly calculated and paid on time.

You are entitled to ask to see the Scheme Actuary's valuation report, annual funding updates and the audited Annual Report and Accounts. You will automatically be given a summary of the Annual Report and Accounts and Summary Funding Statement each year. The Annual Report and Accounts will summarise the Fund's financial state at a particular date and confirm who the Trustees and their advisers are.

Whatever outside assistance is obtained, the final responsibility for any decisions taken by the Trustees rests with the Trustees.

Lifetime Allowance

The Scheme is registered with HMRC under the Finance Act 2004 and brings several tax advantages:

- The option to take part of your pension as a tax free **Cash Sum**
- **Lump Sum** death benefits are usually tax free
- The Scheme's investments are exempt from capital gains and income tax

The overall value of your benefits (from the Scheme and any other registered pension schemes) will be tested when they come into payment against the "Lifetime Allowance". The Lifetime Allowance was £1,073,100 million at 6 April 2021 and increases each April in line with the CPI. (Though it has been fixed by legislation at £1,073,100 until April 2026.)

As the Lifetime Allowance will apply to all benefits arising from all registered pension plans of which you have been a member during your working life, there is always a possibility that the benefits payable under this Scheme could result in you exceeding the Lifetime Allowance.

If the value of your pension from all sources exceeds the Lifetime Allowance, the excess will incur a "Lifetime Allowance Charge" equal to 25% of the value of that excess pension. This will be payable in addition to the usual income tax which is payable on a pension in payment.

If you are subject to the Lifetime Allowance Charge, you will also have the option of taking all those benefits which exceed the Lifetime Allowance under this Scheme in the form of a lump sum, subject to a Lifetime Allowance Charge at the higher rate of 55%.

You and the Trustees will be jointly liable for the payment of any Lifetime Allowance Charge which arises as a result of your benefits under the Scheme. The Trustees have the power to make provision for this charge by deducting any Lifetime Allowance Charge from the benefits paid to you. If any benefit is paid to your beneficiaries they will be liable for any Lifetime Allowance Charge which arises as a result of benefits paid to them in respect of you under the Scheme.

You should consider if your death benefits, including lump sum, are impacted by the Lifetime Allowance limit. Lump sum death benefits may be taxable if the total lump sum benefits from all registered pension plans exceed your remaining Lifetime Allowance (the standard Lifetime Allowance reduced by the value of all your pensions already in payment). Any excess of your remaining Lifetime Allowance will be taxed at 55%.

Dependants' pensions are not included within the Lifetime Allowance although, if they become payable on your death after age 75, they must not exceed the amount of your pension.

If you think that you will be subject to the Lifetime Allowance, you may want to take professional advice on pension planning.

State Pension

Contracting out

In April 1978 the additional State Earnings Related Pension Scheme (SERPS, now known as the State Second Pension) was introduced. SERPS is based upon your earnings during your working life after April 1978. The Scheme was contracted out of SERPS which means that it provides a benefit to you in place of any SERPS. As a result of this, both you and Unum benefited from lower National Insurance Contributions.

Whilst the Scheme was contracted out of SERPS until 5 April 1997, it had to provide benefits at least equal to a minimum level known as the Guaranteed Minimum Pension (GMP). The GMP was broadly equivalent to the SERPS pension given up. So if you were a member of the Scheme prior to 5 April 1997 part of your pension will include a GMP element.

Originally, when the GMP became payable at State Pension Age, the cost-of-living increases associated with this element of a member's pension were paid by the State with the individual's State Pension. Then, for GMP earned from 6 April 1988, the occupational pension scheme was required to pay increases in line with the CPI up to a maximum of 3% each year. This change led to a distinction between Pre 1988 GMP and Post 1988 GMP.

For service after 5 April 1997 until 30 June 2014, the method of contracting out of the State Second Pension Scheme (S2P) changed and the Scheme contracted out on a new defined benefits basis. This means instead of providing a GMP, the Scheme must satisfy a reference scheme test set by the Government.

If you have service before 6 April 1997 and have a GMP then the amounts of benefit payable and the person to whom it may be paid on retirement or death may in certain circumstances have to be restricted to ensure that the Scheme complies with legislation. If your benefits are affected, you will be advised at the time the benefits become payable.

Points to note

Section 3 – Taking your pension. In some circumstances you may not be able to retire before age 65 (men) or age 60 (women) if your pension at this age is expected to be less than your GMP.

Section 4 – Cash sum on retirement. In some circumstances the amount of your Cash Sum may be restricted in order that the remaining pension covers the amount needed to pay your GMP at age 65 (men) or age 60 (women).

Section 5 – Increases to pensions in payment. From age 65 (men) / 60 (women) the GMP part of your pension will increase in payment as follows:

The part of your GMP from Pensionable Service	will increase each year by
up to 5 April 1988	no increases
from 6 April 1988 to 5 April 1997	the increase in the CPI up to 3%

Section 10 - Leaving service. The GMP element of your **Preserved Pension** will increase at a fixed rate of 4.75% pa.

In April 2016, the basic State Pension was replaced by the new single-tier State Pension.

The new State Pension (as from April 2016)

The State Pension is a regular payment from the Government that you can claim when you reach State Pension age. www.gov.uk/new-state-pension

The State Pension in April 2019 is set at £168.60 a week for those with 35 years of National Insurance contributions or credits.

You will receive a reduced amount of State Pension if you:

- have between 10 and 35 years of contributions or credits, or
- were contracted out for any period, as in the case of members of the Unum Pension Scheme

If you would like to know the amount of State Pension you will receive you can request a State Pension statement online at www.gov.uk/state-pension-statement. You need to enrol first and should have your National Insurance number to hand so that you can do this. You will receive a User ID and activation code in the post so that you can request your State Pension statement.

Equal benefits for men and women

The law requires pension benefits earned from 17 May 1990 to be equal between men and women. The Scheme meets these requirements in the following way:

- If you joined the Scheme on or after 1 January 1993 then benefits are provided on an equal basis for men and women;
- If you joined the Scheme before 1 January 1993 then:
 - If you are a man then your benefits earned between 17 May 1990 and 31 May 1996 are treated as though your normal retirement age were age 60.
 - If you are a woman then your benefits earned up to 31 May 1996 are treated as though your normal retirement age were age 60.

In other words any reduction for early retirement or increase for late retirement on this part of your benefits will be determined relative to age 60.

In October 2018, the High Court determined that pension schemes must adjust members' benefits for the effects of unequal Guaranteed Minimum Pensions ('GMPs') between men and women. This ruling potentially affects members of the Unum Pension Scheme who earned benefits between May 1990 and April 1997. Such members might be eligible for an increase in their pension, although not every such member will be affected and in many cases any increase is likely to be small.

In November 2020, the High Court determined that GMPs accrued between May 1990 and April 1997 also need to be equalised for members who had previously transferred-out. Under the ruling, schemes are required to calculate and pay a top-up to the receiving scheme and provide interest on the top-up amounts.

The Trustees are continuing to review, with their advisers, the implications of both rulings on the Scheme. When this review is completed and adjustments to benefits are determined, the Trustees will communicate with affected members. This process is likely to take several years.

EXPRESSION OF WISH FORM

Under the Unum Pension Scheme, there may be benefits payable on your death. These benefits are set out in Notes on the following page. Some of these benefits require Trustees' discretion to implement. Benefits will only be paid in accordance with the Scheme Rules. Completion of this form does not confer any entitlement other than what is paid under the Scheme Rules at the time of your death.

This form can be completed online via PensionLine: www.mypensionline.com/unum. Simply log in to your account, navigate to the 'My Details' tab and choose 'Expression of Wish' from the dropdown.

<p><i>To the Trustees of the Unum Pension Scheme</i></p> <p>Please note that, in the event of my death in such circumstances that benefits arise under the Scheme, I would like you to consider making payment to the following person(s) in the stated portions. I accept that this recommendation is in no way binding on you as Trustees.</p> <p>Signed Date</p> <p>Printname</p>
--

Lump Sum Death Benefits

Beneficiary Name & Address	Relationship (if any)	Proportion of Total / or Exact Amount to be Paid

Spouse's / Adult Dependant's / Children's Pensions

Beneficiary Name & Address	Relationship

If you have benefits under the Standard Life Stakeholder Plan or the Fidelity Pensions Group Personal Pension Plan, you need to complete a separate Expression of Wish form for them, available on their websites.

Please see the Notes on the following page, which provide details of the death benefits applicable and payable at the Trustees' discretion.

Notes

Death in Service – Lump Sum Benefit

If you die in service (i.e. you are still in Unum employment at the time of your death), a Lump Sum equal to 4 times your Pensionable Salary at date of death may be paid to your nominated person(s). This is paid at the discretion of the Trustees. If you wish to alter your nomination at any time, it is your responsibility to advise the Trustees in writing by submitting a new form to Human Resources Department.

Pensionable Salary – relevant for those still in employment at Unum at the time of your death

The basic salary received in the preceding 12 months, and if you receive sales related bonuses, the average annual amount of your sales related bonuses in the last three years (or such shorter period over which you were eligible to receive them). If you work part time an equivalent full time value, as determined by the Trustees and Unum will be used when calculating pension but not when calculating lump sum death benefits. Pensionable Salary cannot exceed the Scheme Specific Earnings Cap unless you joined the Scheme before 1 June 1989. If you have a salary sacrifice arrangement with Unum, your Pensionable Salary will be calculated before the deduction of your annual salary sacrifice amount.

Death in Service / After Retirement / After Leaving Unum's Employment – Spouse's / Adult Dependant's / Children's Pensions

Should you die whilst in Unum employment, after leaving Unum employment but before taking your pension or after taking your pension - a Spouse's / Adult Dependant's / Children's pension may be paid to your nominated person(s). This is paid at the discretion of the Trustees. If you wish to alter your nomination at any time, it is your responsibility to advise the Trustees in writing by submitting a new form to Human Resources Department.

Death after starting to take pension – Cash Payment

If you die within 5 years of starting to take your pension, a cash lump sum equivalent to the remainder of 5 years' pension payments may be paid to your nominated person(s). This is paid at the discretion of the Trustees. If you wish to alter your nomination at any time, it is your responsibility to advise the Trustees in writing by submitting a new form to Human Resources Department.

Status of this Expression of Wish form

Although a member cannot commit the Trustees to make a definite payment, they can intimate to the Trustees the persons they would like them to consider for benefit and in what proportion.

Making this request has no mandatory effect on the Trustees, but in the event of the member's death the Trustees may well take their wishes into account in selecting the person or persons to benefit.

THOSE MEMBERS WISHING TO MAKE SUCH A REQUEST SHOULD COMPLETE THE EXPRESSION OF WISH FORM AND SEND IT TO THE HUMAN RESOURCES DEPARTMENT.

EXPRESSION OF WISH FORM – Former members of the Sun Life Financial of Canada Final Salary Scheme

Under the Unum Pension Scheme, there may be benefits payable on your death. These benefits are set out in Notes on the following page. Some of these benefits require Trustees' discretion to implement. Benefits will only be paid in accordance with the Scheme Rules. Completion of this form does not confer any entitlement other than what is paid under the Scheme Rules at the time of your death.

This form can be completed online via PensionLine: www.mypensionline.com/unum. Simply log in to your account, navigate to the 'My Details' tab and choose 'Expression of Wish' from the dropdown.

<i>To the Trustees of the Unum Pension Scheme</i>	
Please note that, in the event of my death in such circumstances that benefits arise under the Scheme, I would like you to consider making payment to the following person(s) in the stated portions. I accept that this recommendation is in no way binding on you as Trustees.	
Signed	Date
Printname.....	

Lump Sum Death Benefits

Beneficiary Name & Address	Relationship (if any)	Proportion of Total / or Exact Amount to be Paid

Spouse's / Adult Dependant's / Children's Pensions

Beneficiary Name & Address	Relationship

If you have benefits under the Standard Life Stakeholder Plan or the Fidelity Pensions Group Personal Pension Plan, you need to complete a separate Expression of Wish form for them, available on their websites.

Please see the Notes on the following page, which provide details of the death benefits applicable and payable at the Trustees' discretion.

Notes

Death in Service – Lump Sum Benefit

If you die in service (i.e. you are still in Unum employment at the time of your death), a Lump Sum equal to 4 times your Pensionable Salary at date of death may be paid to your nominated person(s). This is paid at the discretion of the Trustees. If you wish to alter your nomination at any time, it is your responsibility to advise the Trustees in writing by submitting a new form to Human Resources Department.

Pensionable Salary – relevant for those still in employment at Unum at the time of your death

The basic salary received in the preceding 12 months. If you work part time an equivalent full time value, as determined by the Trustees and Unum will be used when calculating pension but not when calculating lump sum death benefits. Pensionable Salary cannot exceed the Scheme Specific Earnings Cap. If you have a salary sacrifice arrangement with Unum, your Pensionable Salary will be calculated before the deduction of your annual salary sacrifice amount.

Death in Service / After Retirement / After Leaving Unum's Employment – Spouse's / Adult Dependant's / Children's Pensions

Should you die whilst in Unum employment, after leaving Unum employment but before taking your pension or after taking your pension - a Spouse's / Adult Dependant's / Children's pension may be paid to your nominated person(s). This is paid at the discretion of the Trustees. If you wish to alter your nomination at any time, it is your responsibility to advise the Trustees in writing by submitting a new form to Human Resources Department.

Death after starting to take pension – Cash Payment

If you die within 5 years of starting to take your pension, a cash lump sum equivalent to the remainder of 5 years' pension payments may be paid to your nominated person(s). This is paid at the discretion of the Trustees. If you wish to alter your nomination at any time, it is your responsibility to advise the Trustees in writing by submitting a new form to Human Resources Department.

Status of this Expression of Wish

Although a member cannot commit the Trustees to make a definite payment, they can intimate to the Trustees the persons they would like them to consider for benefit and in what proportion.

Making this request has no mandatory effect on the Trustees, but in the event of the member's death the Trustees may well take their wishes into account in selecting the person or persons to benefit.

THOSE MEMBERS WISHING TO MAKE SUCH A REQUEST SHOULD COMPLETE THE EXPRESSION OF WISH FORM AND SEND IT TO THE HUMAN RESOURCES DEPARTMENT.