



by Mercer Marsh Benefits

Assembly Members' Staff Pension Scheme Pension Plan Specification

To be read in conjunction with the Pension Provider material

Name of Employer	Assembly Members' Staff Pension Scheme																			
Name of Pension Plan	The Elect Self Invested Pension Plan (the Plan)																			
Pension Provider	Aegon																			
Employer Pension Advisor	<p>Mercer Limited (Mercer)</p> <p>Elect is a proposition providing benefits to smaller groups that are normally only available to larger employers.</p>																			
Eligibility	<p>All Assembly Members' Staff who have a contract of employment with a Member of the Legislative Assembly (MLA) will be enrolled in the Scheme.</p> <p>Assembly Members' staff who opt-out of the plan can re-join. However the employer only has to action a request to re-join once in every 12 months.</p> <p>You will be assessed and categorised as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">Pensionable Earnings (2018/19 figures)</th> <th colspan="3">Age (inclusive)</th> </tr> <tr> <th>16-21</th> <th>22-SPA*</th> <th>SPA*-74</th> </tr> </thead> <tbody> <tr> <td>Employees earning under £6,032 (£503 per month)</td> <td colspan="3">Entitled worker</td> </tr> <tr> <td>Between £6,032 - £10,000 (£503 - £833 per month)</td> <td colspan="3">Non-eligible jobholder</td> </tr> <tr> <td>Employees earning at least £10,000 (£833 per month)</td> <td>Non-eligible jobholder</td> <td>Eligible jobholder</td> <td>Non-eligible jobholder</td> </tr> </tbody> </table> <p>*State Pension Age – currently a maximum of 68</p> <p>You will then be automatically re-enrolled every three years if you are an eligible jobholder.</p>	Pensionable Earnings (2018/19 figures)	Age (inclusive)			16-21	22-SPA*	SPA*-74	Employees earning under £6,032 (£503 per month)	Entitled worker			Between £6,032 - £10,000 (£503 - £833 per month)	Non-eligible jobholder			Employees earning at least £10,000 (£833 per month)	Non-eligible jobholder	Eligible jobholder	Non-eligible jobholder
Pensionable Earnings (2018/19 figures)	Age (inclusive)																			
	16-21	22-SPA*	SPA*-74																	
Employees earning under £6,032 (£503 per month)	Entitled worker																			
Between £6,032 - £10,000 (£503 - £833 per month)	Non-eligible jobholder																			
Employees earning at least £10,000 (£833 per month)	Non-eligible jobholder	Eligible jobholder	Non-eligible jobholder																	



<p>Standard Retirement Age under the Pension Plan</p>	<p>65</p> <p>This is the default retirement age for the scheme though you are under no obligation to take benefits at this age. You are entitled to draw your benefits aged 55 or over.</p> <p>You can amend the retirement age associated with your policy at any time by contacting Aegon. Changes to your retirement age may have an impact on your investment profile.</p>									
<p>Pensionable Salary</p>	<p>Annual Basic Salary as advised by the Company</p>									
<p>Pension Contributions</p>	<p>If enrolled into the plan you will contribute 3.00% of your Pensionable Salary. You can choose to pay more if you wish however the maximum employer contribution will be 6.00% by April 2019 as shown in the table below.</p> <table border="1" data-bbox="611 1021 1453 1285"> <thead> <tr> <th>Phasing</th> <th>Your Contribution</th> <th>Employer Contribution</th> </tr> </thead> <tbody> <tr> <td>Second Transitional Period 06/04/2018 – 05/04/2019</td> <td>3.00%</td> <td>5.00%</td> </tr> <tr> <td>Steady State 06/04/2019 - Onwards</td> <td>3.00%</td> <td>6.00%</td> </tr> </tbody> </table> <p>If you have chosen to make contributions after you have been taxed or you have opted out of any Company Salary Sacrifice arrangement, you will automatically receive tax relief at the basic rate of 20%. The pension provider claims the basic rate tax relief from HM Revenue & Customs (HMRC) and adds it to your pension pot.</p> <p>For example if you want to make a £100 contribution you will only need to pay £80 into the pension scheme. The Provider reclaims £20 from HMRC making a total of £100.</p> <p>If you are a higher or additional rate taxpayer you can claim any additional tax relief through your tax return or by contacting HMRC.</p>	Phasing	Your Contribution	Employer Contribution	Second Transitional Period 06/04/2018 – 05/04/2019	3.00%	5.00%	Steady State 06/04/2019 - Onwards	3.00%	6.00%
Phasing	Your Contribution	Employer Contribution								
Second Transitional Period 06/04/2018 – 05/04/2019	3.00%	5.00%								
Steady State 06/04/2019 - Onwards	3.00%	6.00%								
<p>Projections to Retirement</p>	<p>With your policy documents the provider will produce an illustration of what you could expect to receive at retirement. This is specific to your date of birth, pensionable salary, contributions, fund selection and projected retirement date.</p>									

	<p>If you would like additional information please go to:</p> <p>https://www.moneyadvice.service.org.uk/en/tools/pension-calculator</p>
Annual Allowance	<p>The Annual Allowance is the maximum that you can save in a registered pension scheme (per tax year) and still qualify for tax relief.</p> <p>The 2018/19 Annual Allowance is £40,000. Any individual contributions in excess of the Annual Allowance will not be tax-deductible and will be treated as a benefit in kind if made by your employer for your benefit.</p> <p>Your contributions are limited to 100% of your salary or the Annual Allowance, whichever is lower.</p> <p>A new Tapered Annual Allowance was introduced from April 2016 for those with a total taxable income of over £150,000. However, income now includes the value of any employer pension contributions.</p> <p>For every £2 of income over £150,000 the annual allowance is reduced by £1 down to a minimum of £10,000. This means that once income reaches £210,000 the Annual Allowance will be £10,000.</p> <p>There is a threshold of £110,000 of income (excluding pension contributions) below which taxpayers are not subject to the Tapered Annual Allowance. However, anti-avoidance rules apply so that any salary sacrifice set up on or after 9 July 2015 will be included in the threshold definition.</p> <p>For individuals who are not impacted by the new Tapered Annual Allowance their Annual Allowance will remain at £40,000.</p> <p>Contributions exceeding the Annual Allowance can be offset against any unused allowance from the previous 3 tax years based on a notional Annual Allowance provided the individual had a registered scheme in place in the tax year concerned.</p> <p>Further details can be found on the HMRC website: http://www.hmrc.gov.uk</p> <p>Advice should be sought from a Financial Advisor if you are in this position.</p>



<p>Default Investment Fund Choice</p>	<p>Mercer have reviewed and designated a suitably appropriate Lifestyle Profile as the Elect Default Investment Fund. It is the Aegon 50/50 Global Equity Index Lifestyle which will be selected automatically. The Lifestyle profile means that the funds will gradually be invested in lower risk funds in the six years approaching retirement.</p> <p>Once you are enrolled Aegon will email you online access details which you should use to access your account and change your investment choice as directed should you wish to select an alternative fund.</p> <p>The default investment is currently a passively managed fund with an investment charge of 0.05%. If you do choose to invest in other funds then higher investment charges may apply. Mercer will monitor and periodically review the lifestyle option and its continued suitability in conjunction with Aegon, which could result in changes being made in the future if appropriate. Should any changes be made, you will be notified at such time.</p>
<p>Aegon Retirement Choices (ARC)</p>	<p>ARC is an online savings platform with a variety of products, tools and investment options which gives you flexibility with the pension plan and other savings products. Go online to find out more at:</p> <p>https://www.aegon.co.uk/employers/employees/mercera.html</p> <p>When you are enrolled you will be sent login details for Aegon's Retiready tool.</p> <p>Retiready is an interactive online service that helps you plan for your retirement. It provides you with the tools to understand the options you will have at retirement and what actions you may need to take to achieve your retirement goals.</p> <p>Further details on Retiready can be found at the following link:</p> <p>https://www.aegon.co.uk/personal/get-retiready.html</p>
<p>Annual Management Charge</p>	<p>0.60% is the Annual Platform Charge (APC) 0.05% is the minimum fund charge (for passive funds) 0.65% is the total AMC deducted to passive funds</p> <p>Please refer to provider literature (available online) for additional charges payable if you choose to invest in any alternative funds.</p>

<p>Parental Provisions</p>	<p>During periods of paid parental leave:</p> <ul style="list-style-type: none"> - Your employer's contribution continues to be based on your pay as if you were working normally. - Your contribution is based on your pay received. <p>During periods of unpaid leave no contributions will be paid but your account will remain invested.</p>
<p>Retirement</p>	<p>Essentially there are 4 options at retirement. Under all of the following, 25% of your pension pot can usually be taken tax-free with the remainder being subject to income tax rules.</p> <p>Option 1: Annuity You will be able to buy a pension income for life, known as an annuity, where you will receive a guaranteed regular income until your death.</p> <p>Option 2: Income drawdown You will be able to enter into an income drawdown facility where you can leave your pension savings invested and withdraw money as and when you like.</p> <p>Option 3: Cash You will be able to take some or all of your pension savings as a taxable cash lump sum and decide whether to spend, invest or save it.</p> <p>Option 4: Combination A combination of some or all of the above.</p> <p>The Mercer Annuity Service is offered in conjunction with The Open Market Annuity Service (TOMAS) to help you at the point of retirement.</p> <p>TOMAS will search the open market to ensure you get the most suitable provider and pension payment for your circumstances.</p> <p>You are not required to pay a fee; TOMAS will be remunerated by Commission payable from the Annuity provider you choose.</p> <p>If you would like more information on this service, please visit:</p> <p>www.mymercerrannuity.com</p>



<p>Death Benefits From The Plan</p>	<p>The value of your pension pot would become available to provide a lump sum or a pension fund for your dependants in the event that you were to die before or after retirement.</p> <p>NB The death benefits from your pension will be paid out by Aegon so the Expression of Wish form included with your post sales pack should be returned directly to them. If you are included in any Group Life arrangement a separate Expression of Wish form should be completed and returned to your employer.</p>
<p>Mercer Remuneration</p>	<p>Northern Ireland Assembly Commission has agreed to pay Mercer a fee to cover the cost of running the scheme.</p>
<p>The Enrolment Process</p>	<p>Eligible jobholders will be automatically enrolled into the plan (for further details see 'Eligibility' on page 1).</p> <p>If you are a non-eligible jobholder or an entitled worker, you will receive a communication to confirm this. You may still be able to join the plan and receive a contribution from your Employer. If you wish to join the plan please email Diane Lamont quoting "I confirm I personally submit this notice to join a workplace pension scheme". Your HR department will then inform you whether you are eligible to join the plan and will contact you accordingly.</p> <p>When you have been enrolled into the plan by your employer, you will be able to access your account online and change your investment choice, should you wish to do so. Aegon will send you an activation email. You therefore need to ensure your Employer has an up to date email address for you on file. Please follow the instructions in order to benefit from the full range of tools, resources and policy access on ARC.</p>
<p>Notice Periods</p>	<p>For you to cease or amend your contributions: 1 month notice in writing to your HR Department</p>
<p>Further Scheme Information</p>	<p>This summary must be read in conjunction with the online literature which will be available on your pension provider's website.</p>

E & OE

April 2018