



# Application & amendment form

## Retirement Savings Plan

**NB: You cannot use this form to opt out of auto-enrolment. To opt out, you must contact Standard Life, the pension provider to obtain the relevant form. (0345 2719501 - HRSP Number JQ1754)**

To provide information on joining the Howdens Retirement Savings Plan (HRSP) or change your pension contribution rate, please complete this form in BLOCK CAPITALS. Any change to your pension contribution rate will be applied from your first pay period after this form is received.

If you work for the Trade, Commercial or eCommerce division, please return this form to the Payroll Department, Croxley Green: Scan and email to [PAYROLL@howdens.com](mailto:PAYROLL@howdens.com)  
If you work for any other division, please return this form to the Payroll Department at Howden: Scan and email to [PayrollCorpISSupply2@howdens.com](mailto:PayrollCorpISSupply2@howdens.com)

### Personal details

Employee number:	<input type="text"/>	Work location:	<input type="text"/>			
Title: (please tick):	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>	(please specify)
Surname:	<input type="text"/>					
First names:	<input type="text"/>					
Date of birth:	<input type="text" value="DD / MM / YYYY"/>	N.I. number:	<input type="text"/>			
Home address:	<input type="text"/>					
	<input type="text"/>					
Post code:	<input type="text"/>	Tel no:	<input type="text"/>	(inc. code)		
Email:	<input type="text"/>					

### Your Contributions

You need to tell us how much you want to contribute to the HRSP.

Your pension contribution (default 4% and as a whole % of your Pensionable Pay):      %

**The core Company contribution is 8%** of your Pensionable Pay and your core contribution is 4% of your Pensionable Pay. Your personal contributions above 4% will attract additional matching employer contributions up to a further 4% (maximum 12% company contribution). You may elect to flex down your contribution to nil and still maintain the 8% company contribution. However, if you choose to pay less than 4% this will only apply until the next election window (currently April and October each year) when you will be moved back to the default employee core contribution (which is currently 4%) unless you submit a new election in the election window.

### Pensionable Pay

This is your basic pay (and basic-related payments, occupational sick pay, holiday pay), plus overtime, shift allowances, responsibility pay, bonus (where the bonus is non-annual and you have not been advised it is non-pensionable), first aid payments.

### Salary Exchange

Your contributions will be made through Salary Exchange - unless Salary Exchange would reduce your basic pay below the applicable national minimum wage rate, or you decide to opt out of Salary Exchange. You should read the summary leaflet on Salary Exchange which is available on the website [www.howdenjoinerypensions.co.uk](http://www.howdenjoinerypensions.co.uk) before completing this form.

If you do **not** wish to make your pension contributions through Salary Exchange, please tick this box:

**\*Please see overleaf to confirm acceptance, without your signature your application can not be processed \***

## Declaration

The HRSP operates using Salary Exchange. This means your Pensionable Pay will be reduced by a defined percentage and Howdens' pension contributions to the HRSP will be increased by the same amount.

By signing this form, I understand that:

- I have sought clarification on any matters which are not clear to me and understand fully the options available to me.
- If I elect to contribute less than 4%, I agree that this will only apply until the next election window, when my employee contributions will default back to the core employee contribution (which is currently 4%) unless I submit a new election in the election window.
- Unless the terms of the HRSP change, if I elect to contribute 4% or more to the HRSP, this election will continue until I make a different election.
- The dates of the election windows (currently April and October each year) may change in the future at the Company's discretion.
- My Pensionable Pay will be reduced and an equivalent additional pension contribution will be made by Howdens under Salary Exchange, unless my earnings are less than the minimum amount required (to comply with national minimum wage legislation) or I have ticked the Salary Exchange opt-out box.
- If I participate under Salary Exchange, I agree that this is a variation to my contract of employment and to my salary.
- I understand that if I have Enhanced Protection, or any form of Fixed Protection, remaining in the HRSP may result in that protection being lost.
- I understand that pension contributions to the Plan may result in an Annual Allowance charge.
- I understand that my rights are governed by the legal governing documentation (the Rules of the Plan and my contract of employment) and in the event of any discrepancy between these and any communications issued the provisions of the legal governing documentation will prevail.
- I understand that Howden Joinery retains its existing rights under the Rules of the Plan and contracts of employment to amend benefits and terminate the arrangement.
- My personal data will be used by the Company to administer my pension contributions to the HRSP and to comply with its obligations in relation to my membership of the HRSP in accordance with the privacy notice which can be found at [www.howdenjoinerypensions.co.uk](http://www.howdenjoinerypensions.co.uk).

Signature:

Date:

**All new entrants will default to the Sustainable Multi Asset Drawdown SLP fund**

(You can, however, select alternative investment choices online post joining the HRSP)

## Your Investment Choice

Initially your contributions will be invested in the default lifestyle fund, the Standard Life Sustainable Multi Asset Drawdown SLP fund. If you do not want to make active decisions about how your money is invested, you can remain in the default fund. If you are amending your pension contributions, your investment choice will remain the same.

You can, however, choose between a range of funds, and decide how you would like your money to be invested. For a full range of funds please refer to the fund guide which is available on the Standard Life website [www.standardlifepensions.com/howden](http://www.standardlifepensions.com/howden). If you want to change your investments, or to split your investments across a greater number of funds you can do so by contacting Standard Life using the details provided below, or logging on to your account on the Standard Life website or App.

## Retirement Age

The HRSP has a default retirement age which is your State Pension Age, which can vary depending on your date of birth. You can select an earlier or later retirement age by contacting Standard Life after you have joined the HRSP and your policy has been set up using the details provided below, or by logging on to your account on the Standard Life website or App.

## Contacting Standard Life

Standard Life provide a pensions portal for all HRSP members. Your logon details will be sent to you on joining the HRSP. Should you wish to update your retirement age or investment choices, you may do so by contacting Standard Life on 0345-2719501 or online at [www.standardlifepensions.com/howden](http://www.standardlifepensions.com/howden).