



Your Unilever Pension

# Extra voluntary contributions

Please fill in and return this form if you want to start, stop or change your extra voluntary contributions into the Investing plan.

The extra voluntary contributions can be matched and unmatched contributions, and both types can be made on either a fixed term or variable basis.

**See your renewal leaflet for further information on matched, unmatched, fixed-term and variable contributions.**

Please note:

- If you fill in **REGULAR** extra voluntary contribution choices on this form, it will cancel **ALL** of your current choices – matched and unmatched, if any – and **ONLY** the instructions you include for them on this form will apply.
- **If we do not receive this form by 17 August 2018, the extra voluntary contributions you have currently chosen will continue. This means that if you do not currently pay extra voluntary contributions, we will assume you do not want to start this year and you will not benefit from a matching contribution from Unilever.**
- You should read the notes about pensions taxes on the back page carefully before making decisions about your extra voluntary contributions.

Send the form back to:

Unilever Pensions Team  
PO Box 420  
Darlington  
DL1 9WU

A reply paid envelope is enclosed.

If you have any questions about the form or your choices please call:

**0800 028 0051**

or e-mail:

**[unileverpensionsteam@capita.co.uk](mailto:unileverpensionsteam@capita.co.uk)**



#### Please note:

You should normally only choose UNMATCHED contributions if you have already chosen 2% MATCHED contributions.

There are two exceptions.

You cannot choose matched contributions if:

- you earn above the Career average plan higher level and you take part or all of Unilever's 12.5% contribution as cash; or
- you have reached maximum pensionable service.

If either of these exceptions applies to you, you can only choose UNMATCHED contributions.

Remember that matched and unmatched contributions are potentially based on different pay figures. You choose matched contributions as a percentage of your 'matched contribution salary', and unmatched contributions as a percentage of your pensionable earnings.

('Matched contribution salary' is the lower of your pensionable earnings and 100% of the work level 2B salary band – currently £55,000. Please refer to the Investing plan guide for further information and the position if you work part-time.)

Finally, please read the notes on the back of the form carefully – in particular the opening points in bold type that cover what happens to your extra voluntary contributions in certain situations.

## Your options

**Please fill in the form if you want to choose new levels of voluntary contributions.**

**Important:** The choices you make on this form will replace ALL your existing choices for making **regular** voluntary contributions. (Any stand-alone contribution you choose to make is treated separately.)

You cannot reduce or stop paying fixed term extra voluntary contributions unless you have been making them at the same level for at least 12 months at 30 September 2018. The exception is if you need to reduce or stop them because of lifetime or annual allowance issues – in which case you can change them at any time. But if you then decide to start them again, you will be committed to paying them for 12 months.

**Your new choices will apply from 1 October 2018.**

The following steps should help you fill in the form opposite:

1. First choose a level of regular MATCHED contributions. Any regular extra voluntary contributions you make up to 2% of your matched contribution salary will be regularly matched by Unilever. You need to decide:
  - whether to make matched contributions of 1% or 2%; and
  - if you want them to be fixed-term or variable.
2. If you want to make regular UNMATCHED contributions on top of your matched contributions, enter the percentage of your total pensionable earnings you want to contribute in this section. These contributions can be fixed-term or variable (or a combination of both).
3. You can also make a stand-alone contribution (whether or not you have chosen regular extra voluntary contributions) by filling in a single payment amount on the form. **Important:** Stand-alone contributions are treated separately. So, if you fill in a one-off contribution and leave the regular options blank, then any current choices you have for regular voluntary contribution will stay in place. They will only be cancelled if you have replaced them with new choices on the form.
4. Finally, you can choose to stop making regular extra voluntary contributions.

# Your Unilever Pension **Extra Voluntary Contributions**

<b>Full name (please print)</b>	_____
<b>Date of birth</b>	<b>National Insurance No</b>
_____	_____

**Important: The choices you make on this form will replace ALL your existing choices for making regular voluntary contributions from 1 October 2018.** So if, for example, you currently make both 2% matched contributions and also some unmatched contributions and you wish to change your level of unmatched contributions only, please make sure you still circle the 2% option under matched contributions. (Any stand-alone contribution you choose to make is treated separately.)

You cannot reduce or stop paying fixed term extra voluntary contributions unless you have been making them at the same level for at least 12 months at 30 September 2018. The exception is if you need to reduce or stop them because of lifetime or annual allowance issues in which case there is some flexibility (see overleaf).

Annual allowance: please note that any change to your regular voluntary contribution options on or after 9 July 2015 may have consequences for your 'income' for annual allowance purposes. Please see the 'Pension tax allowances' section on the Fund website [www.uukpf.co.uk](http://www.uukpf.co.uk).

### 1. Regular matched contributions

(If you cannot pay matched contributions – see notes on the previous page – please go straight to the next section)

Please circle your choices below.

<b>Choose from</b>	_____	<b>or</b>	_____	of your matched contribution salary
<b>Choose for these to be either</b>	_____	<b>or</b>	_____	
	fixed term		variable	

### 2. Regular unmatched contributions (in addition to your choice under 1)

Fill in the percentage of your pensionable earnings below. Remember that you should normally choose 2% matching contributions under 1 above before choosing unmatched contributions.

_____	%	fixed-term unmatched contributions and/or	_____	%	variable unmatched contributions
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### 3. Stand-alone contribution

Please fill in the amount here:

£ _____	You can make this choice as well as or instead of regular voluntary contributions.
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### 4. Stop Voluntary Contributions

Tick this box to stop making extra voluntary contributions – otherwise leave blank.

_____
_____

**Declaration**  
Please read the notes on the next page and then sign below to confirm you understand and agree to what they say.

<b>Signed</b>	_____	<b>Date</b>	_____
	_____		_____

## To: the Trustee, my employer and Unilever PLC

- I understand that I can only reduce or stop fixed-term extra voluntary contributions at annual renewal and that my next opportunity to make this change will be next October (provided I have at that time been paying these contributions for at least 12 months). I understand that if I need to stop or reduce fixed-term extra voluntary contributions because of lifetime or annual allowance issues, I can stop or reduce them at any time. But if I then decide to start them again I will be committed to paying them for 12 months.
- If I am not eligible to agree to a salary reduction under the Unilever Contribution Arrangement equal to my fixed-term contributions, I understand and agree that these contributions will, instead, be deducted from my pay, and treated as variable contributions instead.
- I understand that if I leave pensionable service, Unilever contributions and my contributions will not be payable in respect of any period after my pensionable service ends.
- I understand that if I reach maximum pensionable service my matched contributions will stop.
- I understand that if I make any change to my regular voluntary contributions options on or after 9 July 2015, then where I continue with fixed term extra voluntary contributions, they will count towards the initial annual allowance income test.
- I understand that if I have an Investing plan account for the first time this annual renewal, these extra contributions and any employer contributions will automatically go into the 'default' fund until I change my fund choices.
- I understand that it is my responsibility to decide how these contributions will be invested, and that I will be able to make changes to my fund choices online using Fidelity's Plan Viewer or by phone to the Fidelity Pension Service Centre.
- I confirm that I have read and understood the information the Trustee has given me about my choices, and the Investing plan.
- I understand that the information provided does not cover all of the issues that may be relevant to my personal circumstances.
- I agree to comply with the terms and conditions from time to time in force, under which Fidelity Investments Life Insurance Limited ('Fidelity') provides facilities in relation to my Investing plan account (including internet and telephone access). I agree to indemnify the Trustee, my employer and Unilever PLC against any liability of loss (including cost and expenses) which any of them may incur as a result of any breach by me of these terms and conditions. I am aware that I may ask Fidelity for details of these terms and conditions.
- I understand that my employer, other Unilever group companies, the Trustee and those involved in running the plans hold personal information about me (which may include sensitive personal data). Further information about the Trustee's data protection policy can be found on the Fund website [www.uukpf.co.uk](http://www.uukpf.co.uk) at the 'PRIVACY POLICY' link, at the bottom of the homepage.
- I confirm that no one involved at my employer or any other Unilever group company (or anyone acting on behalf of any Unilever group company or the Trustee) has offered me individual financial advice.
- I understand and agree that rights to benefits and contributions are given to me only as described in the Trust Deed and Rules of the Unilever UK Pension Fund from time to time in force and that I can request a copy of the Trust Deed and Rules from the Unilever Pensions Team.
- I confirm and understand that the results provided by the modeller are estimates only, based on certain assumptions, and do not guarantee any future outcome.

### Please sign and date this form overleaf to confirm you have read and understood these notes.

Please return this form by 17 August 2018, in the reply-paid envelope provided, to:  
Unilever Pensions Team, PO Box 420, Darlington, DL1 9WU

### Notes about pension taxes

The annual allowance is the yearly amount of tax efficient pension savings you can build up in registered pension schemes before a tax charge arises. From 6 April 2016, the annual allowance depends broadly on your taxable income (including rents, savings, employees share plans and so on – not just employment income).

Broadly, if your taxable income is less than £110,000, you'll still have a £40,000 annual allowance, but if it's above that amount, your annual allowance could be lower. The annual allowance reduces on a sliding scale based on your income, down to a minimum annual allowance of £10,000 if you have taxable income of £210,000 or above. You can carry forward unused allowance from the last three tax years to add to your annual allowance for the current year.

It is your responsibility to keep track of your position against the annual allowance and you should be aware of it when making extra voluntary contributions, particularly if you have significant pensionable earnings above the higher level and are taking Unilever's 12.5% contribution to the Investing plan. For more information on the tax allowances, please refer to the 'Pension tax allowances' section on the Fund website [www.uukpf.co.uk](http://www.uukpf.co.uk). If you think you may be affected by the annual allowance, please contact the Unilever Pensions Team. You may also want to speak to an independent financial adviser to help you with your pension tax planning.