



Unilever UK Pension Fund

Unilever 12.5% contribution

Please fill in and return this form if you want to change the way you receive this contribution from **1 October 2020**.

Unilever provides an additional payment of 12.5% on any pensionable earnings you have above the Career average plan higher level. This payment is called the 'Unilever 12.5% contribution', even if you choose not to take some or all of the payment as an Investing plan contribution.

You can normally benefit from this contribution in one of three ways:

- a contribution to an Investing plan account;
- a cash payment with your salary, less an allowance for employer's National insurance, and your tax and National Insurance; or
- a combination of the two options.

Please remember that whatever choice you make, you will normally only be able to change it each October.

Remember: If you choose to take any part of the 12.5% contribution as a cash payment with your salary, you will not be able to take advantage of matched contributions into the Investing plan.

Please note: if we do not receive this form by 14 August 2020, you will continue receiving the Unilever 12.5% contribution in the same way you do now.

Send the form back to:

Unilever Pensions Team
PO Box 420
Darlington
DL1 9WU

If you have any questions about the form or your choices, please call **0800 028 0051** or email **unileverpensionsteam@capita.co.uk**.

Your options

Please use the table on page 3 to show how you want to receive this contribution.

- If you tick the **top** row, Unilever will pay the entire contribution into your Investing plan account. We will set an account up for you if you do not have one already.
- If you tick the **bottom** row, Unilever will pay the entire contribution as cash with your normal salary (it works out as 10.98% of your pensionable earnings above the higher level before your own tax and National Insurance Contribution are taken off).
- The rows in between show how much cash is available (as a percentage of your pensionable earnings above the higher level) if you combine it with various levels of pension contribution.

Please note: Companies pay National Insurance on salaries, but **not** on pension contributions. This is why there is a deduction to any part of the contribution you take as cash – to allow for the extra National Insurance Unilever will have to pay because you are receiving the amount as salary rather than an Investing plan contribution.

The option you choose will apply from 1 October 2020. Note that the higher level is reviewed each year and may change from 1 April 2021.

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 interest, employees share plans and so on – not just employment income).

Broadly, for the tax year 2020/21, if your taxable income is less than £200,000, you will have the standard £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 £4,000. You can carry forward unused allowance from the last three tax years to add to your annual allowance for the current year.

It is easy to exceed your personal annual allowance, especially if you are on a high salary with a high level of contributions being paid to your Investing plan account.

It is your responsibility to keep track of your position against the annual allowance and you should be aware of it when deciding how much of Unilever's 12.5% contribution you wish to take as a pension contribution to the Investing plan, particularly if you are making extra voluntary contributions and have significant pensionable earnings above the Career average plan higher level. For more information on the tax allowances, please refer to the 'Pension tax allowances' section on the Fund website 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.



**Unilever
UK
Pension
Fund**

Unilever 12.5% contribution

Full name
(please print)

Date of birth

National Insurance No

Please use the table below to show how you want to receive this contribution.

| This amount as a Unilever contribution to the Investing plan...(%) | ...leaves you with this much cash before deductions (%) | Please tick one box |
|--|---|--------------------------|
| 12.5 | 0 | <input type="checkbox"/> |
| 12 | 0.44 | <input type="checkbox"/> |
| 11 | 1.32 | <input type="checkbox"/> |
| 10 | 2.20 | <input type="checkbox"/> |
| 9 | 3.08 | <input type="checkbox"/> |
| 8 | 3.95 | <input type="checkbox"/> |
| 7 | 4.83 | <input type="checkbox"/> |
| 6 | 5.71 | <input type="checkbox"/> |
| 5 | 6.59 | <input type="checkbox"/> |
| 4 | 7.47 | <input type="checkbox"/> |
| 3 | 8.35 | <input type="checkbox"/> |
| 2 | 9.23 | <input type="checkbox"/> |
| 1 | 10.11 | <input type="checkbox"/> |
| 0 | 10.98 | <input type="checkbox"/> |

Declaration

Please fill in the table above to show how you want to receive this contribution. Then read the statements overleaf and sign below to confirm you understand and agree to what they say.

Signed

Date

To: the Trustees, my employer and Unilever PLC

- I confirm that I have read and understood the information the Trustees have 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 understand that any employer pension contributions I have chosen will automatically go into the Investing plan 'default' fund until I change my fund choices.
- 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 it is my responsibility to make investment fund choices and contact Fidelity about this separately.
- I understand that my employer, other Unilever group companies, the Trustees and those involved in running the plans hold personal information about me (which may include sensitive personal data). Further information about the Trustees' data protection policy can be found on the Fund website 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), nor the Trustees or anyone acting on behalf of the Trustees, has offered me individual financial advice.
- I understand that my next opportunity to make a change to the way I receive Unilever's 12.5% will normally be 1 October 2021.
- I understand that if I take any of Unilever's 12.5% contribution as cash, I am not able to take advantage of matched contributions. I note that the higher level is reviewed each year and may change from 1 April 2021.
- I understand and agree to the notes in the 'Some legal points' section of the annual renewal leaflet. In particular, 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.
- I understand that if I leave pensionable service, or reach my maximum pensionable service, Unilever contributions (including where taken as cash) will not be payable in respect of any period after my pensionable service ends or my maximum pensionable service is reached.

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

Please return this form by 14 August 2020, to:

Unilever Pensions Team
PO Box 420
Darlington
DL1 9WU