

Joining the Defined Benefit Cash Balance Scheme (DBCBS)

What is this form for?

This form is to be completed by Royal Mail Defined Contribution Plan (RMDCP) members, with more than 5 years' service with the Company (including 4 years' service at the standard level in the RMDCP), who would like to join the Royal Mail Pension Plan (RMPP) to build up DBCBS benefits. By completing this form, you acknowledge that you are leaving the RMDCP. You will not be able to transfer your RMDCP retirement account to the DBCBS.

When should this form be returned?

If this form is received by Royal Mail HR Services by **19 March 2018**, then you will leave the RMDCP to join the RMPP to build up DBCBS benefits on 1 April 2018.

If this form is received after 19 March 2018, you will remain in the RMDCP until the next available payroll date after your form is received. This means that from 1 April 2018, until that payroll date you will automatically contribute at the highest contribution level (see the booklet: 2018 Pension Review: Members of the Royal Mail Defined Contribution Plan for more details). You would join the DBCBS from the next available payroll date after your form is received.

Please read the letter and booklet, 2018 Pension Review: Members of the Royal Mail Defined Contribution Plan, dated February 2018, before completing this form.

If you are unsure which scheme is right for you, you may wish to speak to an independent financial adviser. Neither the Company nor the Trustees can provide financial advice.

About You (please complete the boxes below)

Full name	
Title	
NI Number	
Date of Birth	
Payroll number (as shown on your payslip)	

The DBCBS contribution basis

Your pension contribution	Company's pension contribution	Total pension contribution	Company's additional contribution to other member benefits, including death in service and ill health benefits
6%	13.6%	19.6%	2%

Note: the definition of pensionable pay differs between the RMDCP and the DBCBS (see explanatory booklet for details).

Your Instructions

I would like to **cease my membership of the RMDCP and join the DBCBS instead** from 1 April 2018 or, if my form is received after 19 March 2018, the next available payroll date.

Note: if you want to pay more than 6% to the DBCBS, please contact the Pensions Helpline on 0114 241 4545 and ask to pay Additional Voluntary Contributions (AVCs).

Your Declaration

I confirm that I have read the booklet: 2018 Pension Review: Members of the Royal Mail Defined Contribution Plan.

I agree to my data being processed in this way and confirm the information in this form is correct and reflects my wishes.

Signature Date

Please return your completed form to:

Royal Mail HR Services, Statutory Deductions & Pensions, Pond Street, SHEFFIELD, S98 6HR.

For HR use only

Membership number Date implemented