

Pension Access Scheme

April 2024





Welcome to your workplace pension

The Mastertrust Pension Access Scheme is a defined contribution occupational (or money purchase) pension scheme specifically designed for you to flexibly access your [pension pot](#).

Once you are ready to access your pension pot under your existing pension plan, usually any time on or after reaching the [minimum pension age](#), you can choose to transfer some, or all of it into the Mastertrust, subject to the rules of the transferring scheme.

Once transferred you must start to take a lump sum, an income or a combination of the two.

When you transfer it's important to choose an investment approach for any funds that will remain invested that will best suit your goals for the future. We explain your options later in this booklet.

You will be unable to pay in any contributions but you may be able to make further transfers.

Throughout this booklet, when we refer to 'the Plan' we are referring to the Pension Access Scheme.

This guide explains how it works and how to make the most of it. Where we've had to use a term that you might not be familiar with, we've highlighted it in [blue](#). You'll find a definition of each of these terms on page 19 of this guide.



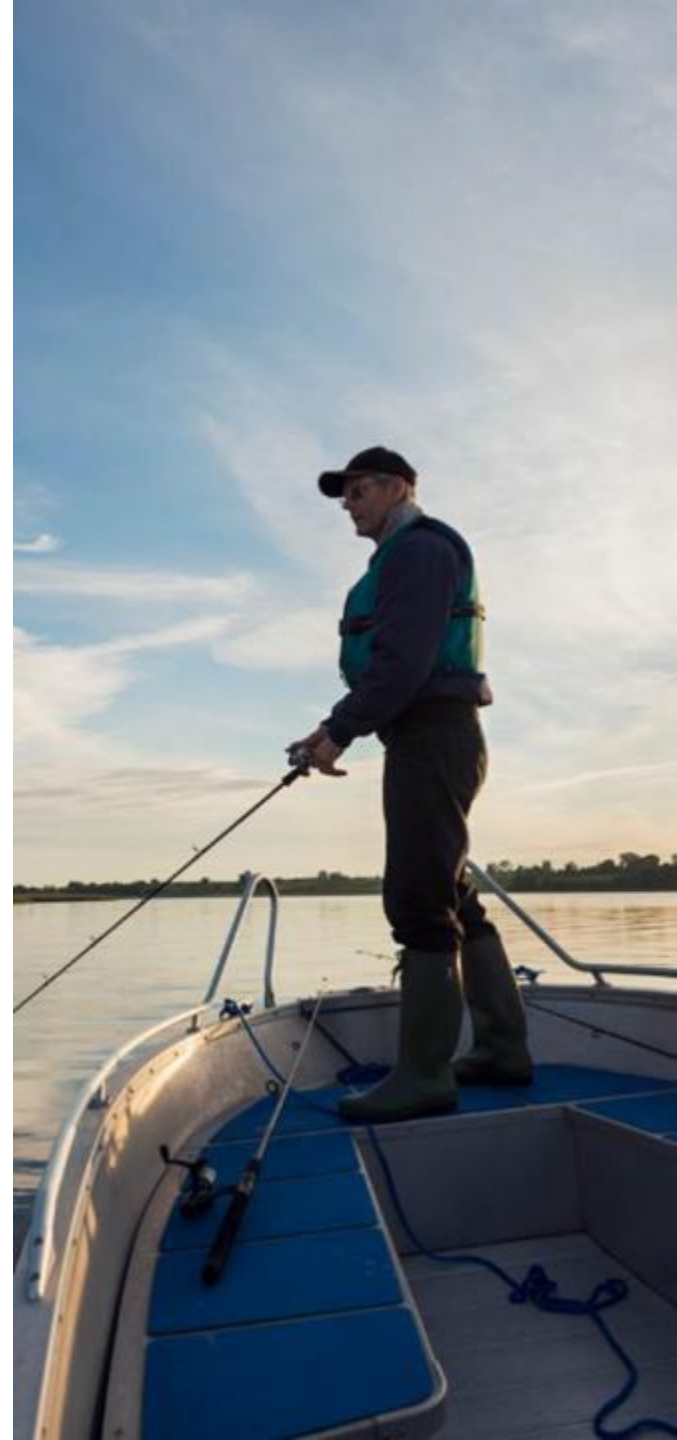


What other documents should you read



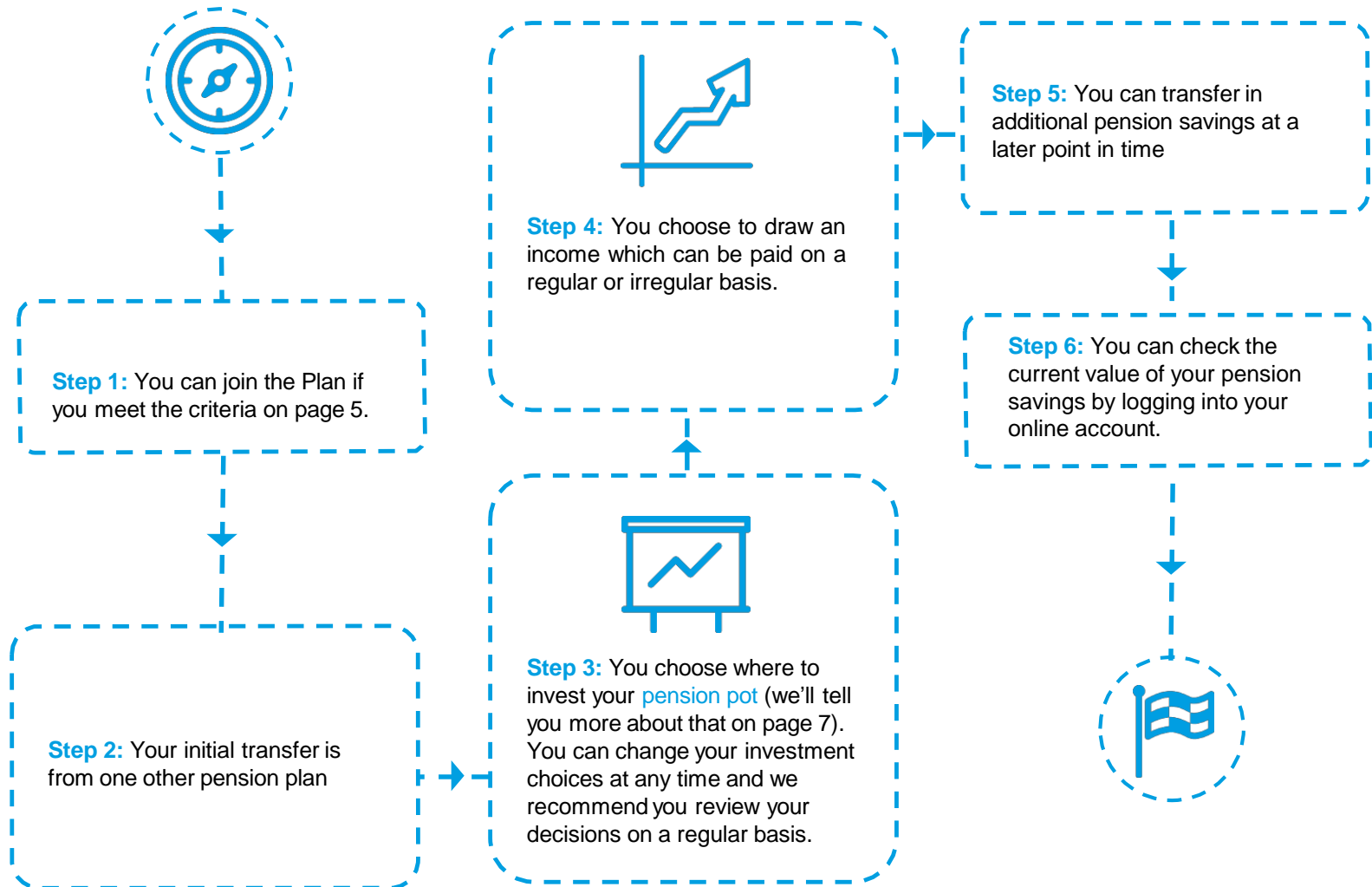
The following booklets are available from the Plan website:

- Investment guide
- Transfer guide
- Taking money from my pension





How your pension pot works





Joining the Plan

You can join the Plan if you're at the [minimum pension age](#) and over, and wish to draw pension benefits immediately.

You will need to complete and submit the online quote request form on the Plan website. You can access this at legalandgeneral.com/pensionscheme

We will then send you an illustration, either by post or e-mail, to help you decide if this is the right option for you.

If you decide you would like to go ahead with the transfer you can apply to join the Plan by completing the application form that will be enclosed with your illustration.

For details of who to contact, please go to Contact Information on page 18.



Transfers

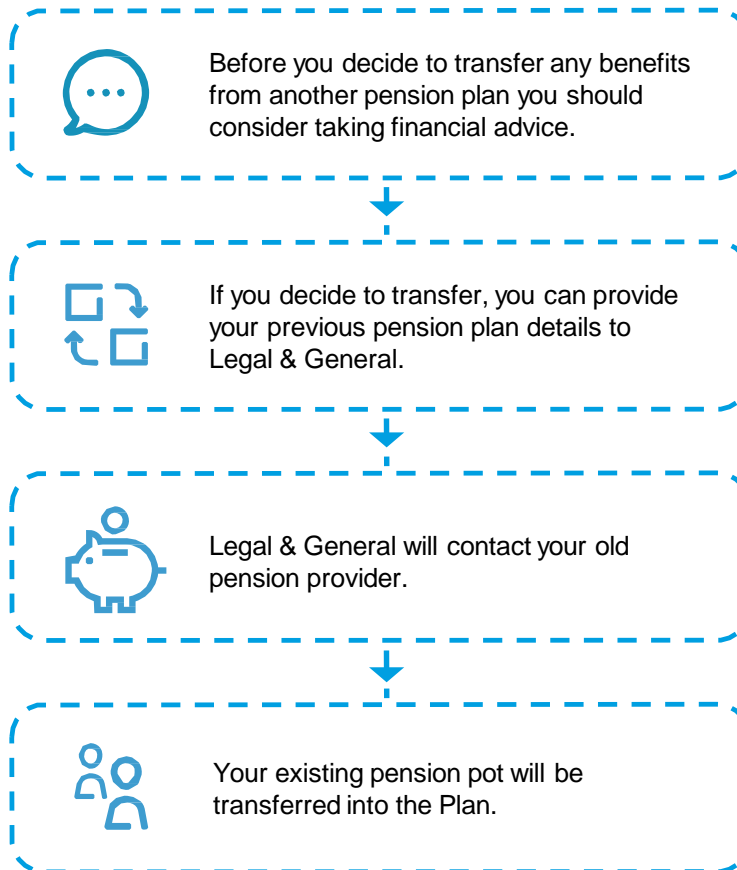
You can transfer other [pension savings](#) that are not already being used for drawdown. All of this money can only be used to flexibly access your benefits.

We would always recommend taking financial advice to make sure that transferring is the right thing for you. Where you are transferring from a final salary scheme and the transfer amount exceeds £30,000 you will be required to obtain financial advice on the appropriateness of the transfer. The Trustees and Legal & General will only accept such transfers if the advice is a positive recommendation. You can find an Independent Financial Adviser in your local area by visiting: unbiased.co.uk

To transfer benefits into the Plan please contact Legal & General. For details of who to contact, please go to Contact Information on page 18.

Legal & General cannot advise you on transferring your benefits or accept any responsibility for your decision.

How do I transfer?





Investing your pension savings

You are joining this plan specifically to flexibly access your [pension pot](#). You'll need to make sure that the portion of your pension savings that remain invested can support your objectives for the future. The options below are designed to help you make the right choice for you and are known as investment pathways.

Depending on which option you choose, we'll automatically invest your pension pot in a way that supports your choices. If you have more than one goal you might want to think about splitting your pension savings between the different options to achieve this. You can also stay in your current funds, or make other investment choices. You can find more information about all of your options in your investment guide.

You'll be asked to tell us your choice when you complete and submit the online quote request form on the Plan website.

Option 1: I have no plans to touch my money in the next five years

Leave it invested: You may be thinking about leaving this part of your pension savings to use later in retirement or even for inheritance. This option aims for longer term investment growth.

Option 2: I plan to set up a guaranteed income (annuity) within the next five years

Be ready to buy an [annuity](#): You are looking to use this part of your pension savings for a guaranteed income (annuity). You want to know exactly how much you're getting, come rain or shine. This option will invest your savings until you've shopped around for the annuity that suits you.

Option 3: I plan to start taking a long-term income within the next five years

Start taking a flexible income: You might be planning on using this part of your pension savings for an occasional or regular income to meet your day to day needs in the early years of your retirement. This option aims to support withdrawals with the potential for investment growth over a longer period.

Option 4: I plan to take my money within the next five years

Use it all: You are thinking about taking this part of your pension savings for holidays or rainy days. This option aims to invest your pension savings in funds that are less likely to go up and down in value.



Charges

There are two charges we apply to your [pension pot](#). To keep it running smoothly and manage the funds you're invested in.

- **Annual management charge (AMC):** covers the cost of running your pension plan. This is calculated daily and deducted once a month by selling **units** in your pension savings.
- **Fund management charge (FMC):** covers the cost of managing the fund or funds you're invested in. This charge is included in the unit price. Unit prices are calculated daily and the charge is reflected in the value of your pension savings.

You'll only see the AMC deductions on your annual statements. The FMC is included in the price of units in your chosen fund(s). You can find details of the FMC for each fund in your investment guide.

Here's an example of what the total charge could look like:

If your pension pot is worth £10,000 throughout the year, and you're invested in the **Legal & General (PMC) Retirement Income Multi-Asset Fund 3**, you'll pay the following charges:

AMC	0.40%	£40
FMC	0.31%	£31
Total for the year	0.71%	£71





Keeping track of your savings

You can check the current value of your [pension savings](#) by logging into your online account at legalandgeneral.com/mya

You can also review your fund(s) at any time by calling us on **0345 070 8686**, Monday to Friday 8.30am – 7.00pm.

Call charges will vary and the calls may be monitored or recorded.

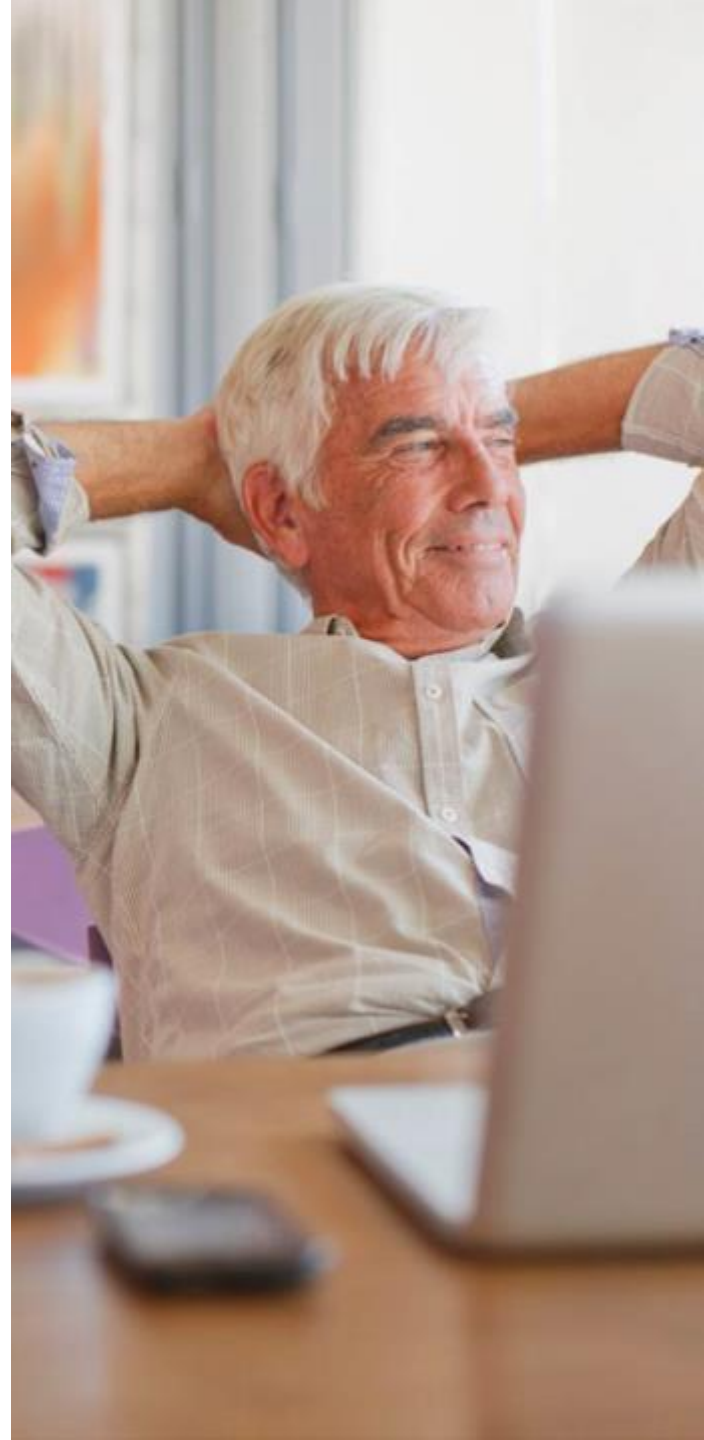
Each year we'll create a statement for you, which will set out:

- the current value of your pension pot
- the fund(s) it is invested in
- a projection which shows the effect on your pension pot of taking income withdrawals including if and when your fund is likely to run out.

You can request a statement at any other time if you wish. For details of who to contact, please go to Contact Information on page 18.

The amount of income you can take from your pension pot will depend on a number of factors, including:

- the amount you transferred in
- the investment growth earned
- the charges deducted to manage your pension pot
- how much of your pension pot you choose to take as a lump sum
- when and how quickly you take other amounts, either as regular or occasional income.





Accessing your pension savings

Choosing to take your money from your [pension savings](#) is one of life's 'big decisions'. You've worked hard and paid quite a bit of money in over the years, and you'll want to be sure you're making the right choice so that your future is secure, and you've got what you need to make the most of your retirement.

Your right to guidance when deciding how to use your pension savings

The government guarantees that all individuals with a pension plan like yours will be offered free and impartial guidance. This:

- covers a range of options to help you make informed decisions and take action, whether that's seeking further advice or purchasing a product;
- tells you about the different types of benefits and what you can do with your pension savings - what's tax-free and what's not;
- is offered face to face with Citizens Advice or by phone from The Pensions Advisory Service.

Visit pensionwise.gov.uk to register your interest and arrange an appointment.

If you're still unsure about your options we recommend you speak to a financial adviser. You can find one in your local area by visiting: unbiased.co.uk

Whilst financial advisers will usually charge a fee for their services they can help you make the right decision about the best option for you and your circumstances.



Your options when the time is right



Take part of your pension pot as a lump sum. Up to 25% of this is tax-free cash (subject to any allowances) and the rest is taxable as earned income.

This is particularly suitable for taking smaller cash sums on an occasional basis.



Take up to 25% of your pension pot as a tax-free lump sum (subject to any allowances). Leave the rest invested to use later on.

This leaves you free to choose later on how you wish to access the remaining [pension pot](#). For example, you can draw down an income or lump sums, subject to income tax.



Take up to 25% of your pension pot as a tax-free lump sum (subject to any allowances). And at the same time take an income or lump sums from your remaining pot.

You can take income monthly or on an occasional basis.



Your options when the time is right



If you still have some of your pension pot remaining, you can use this to:

- Buy a pension [annuity](#)
- Transfer to another provider.



Your state pension

Your benefits from the Plan will be payable in addition to any State Pension you will be entitled to.

Important

Whichever option(s) you choose, you can usually take up to 25% of your pension pot as a tax-free lump sum.

If you do this, the value of the lump sum will be checked against your [lump sum allowance](#). This is the maximum amount of money you can take as tax-free lump sums from all the pensions you have (not just your employer's plan).

While you can still take out money over this allowance, you will need to pay income tax on it.

You can find out more about tax rates and allowances in the Tax Year Rates and Allowances Sheet on the Plan website.



How will my pension income be taxed?

Income from the Plan is taxed in the same way as your earnings are taxed while you're working, except you won't have to pay National Insurance.

If you wish to take a cash lump sum at retirement, you can take up to 25% of your [pension pot](#) and this will currently be paid to you free of tax (subject to allowances).

What about my annual allowance?

When you first take money from any of your pension pots, other than tax-free cash, your [annual allowance](#) may reduce to £10,000. We'll tell you if this applies to you.

You'll need to tell all other providers of pension plans where you are still building up benefits about this within 91 days. You will also have to tell providers of any new plans that you might join in the future.

If you're a [member](#) of a defined benefit scheme (sometimes known as final salary), your annual allowance for those benefits will not be affected.

If you exceed the annual allowance you will pay tax on the total amount that is paid above it.





If you die whilst a member of the Plan

The Trustees will usually pay the value of your [pension pot](#) to your financial [dependants](#) or other [beneficiaries](#). You are encouraged to complete the “Nominate your beneficiary” form, which you can download from the Plan website. Although not bound by it the Trustees will always use this to guide their decision. It is therefore important that you keep your nomination form up to date as your circumstances change.

Please return your completed nomination form to the address on the bottom of the form.

If you die before age 75, the value of any remaining money in your pension pot can be taken by your beneficiary(ies) in most cases as a tax-free payment, either as a single cash lump sum or they can continue to access flexibly as you have been doing yourself.

If you die after age 75, the value of any remaining money in your pension pot can be taken by any nominated beneficiary(ies) in most cases as a single cash lump sum subject to income tax. Alternatively, any nominated beneficiary may be able to take an income through flexi-access drawdown, subject to their own marginal rate of income tax.

If any dependant(s) are under the age of 18 at the time of your death, the Trustees may pay into a trust fund for their benefit until they reach the age of 18.





Important information

The Trustees

The Plan is part of the Legal & General Mastertrust (the Scheme). The Mastertrust is a Defined Contribution (or money purchase) pension scheme. It is overseen by a board of Trustees who are legally bound to look after your money and put your best interests first.

The current Trustees are:

- Legal & General Trustees Limited,
- The Law Debenture Pension Trust Corporation plc,
- Vidett Trustee Services Limited, and
- Independent Trustee Services Limited.

If you'd like more information on how the Mastertrust works you can visit the Mastertrust website:

legalandgeneral.com/workplacebenefits/mastertrust

The Trustees appoint Legal & General Assurance Society Limited to administer the Scheme on their behalf.

The Pension Scheme Tax Reference (PSTR) is 00784167RL

Scheme documents

The following documents are available on request. For details of who to contact, please go to Contact Information on page 18.

- The Trustees' Annual Report which contains general information about the Scheme
- The Trust Deed and Rules
- Statement of Investment Principles which describes the Trustees' investment strategy

Scheme changes

The Scheme Rules may change in future – you'll be notified of any changes that may affect you.

These decisions aren't taken lightly and should it ever happen, you will be notified well in advance with details of all your options.

Divorce or dissolution

If you're involved in a divorce or the dissolution of a registered civil partnership, your **pension pot** will be taken into account by the courts when deciding upon any settlement.



Important information

Changing your personal details

Make sure your personal details are up-to-date so you always receive your annual statement and other important communications.

You can make your changes by contacting us directly using the contact details on page 18.

Remember to keep your nominated [beneficiary](#) up-to-date too.

Questions and complaints

If after reading this booklet you have any questions or comments, please call the helpline on the number shown on page 18.

If we're unable to resolve your queries, or if there's something you don't agree with, there's a formal dispute procedure you can follow. The helpline can give you all the details. Formal complaints must be made in writing.

The Financial Services

Compensation Scheme (FSCS)

The FSCS is designed to pay customers compensation if they lose money because a firm is unable to pay them what they owe for any reason.

In the event of a failure of the Investments held in the Legal and General WorkSave Mastertrust, the Trustees may, on your behalf, be entitled to claim compensation. The maximum compensation available from the FSCS is 100%, without limit, of a valid claim for any loss incurred.

You can find out more about the FSCS on its website at [fscs.org.uk](https://www.fscs.org.uk) or by calling 0800 678 1100.

Legal note

This booklet is intended as a summary of the terms and conditions of the Scheme. If the information in the Scheme Rules and this booklet ever conflict with each other, the Rules will be overriding. You can contact Legal & General for a copy of the Rules if you'd like to see them.

The information in this guide is based on the Trustees' and Legal & General's understanding of current legislation, and HMRC practice. These can change without notice but the Trustees will let you know as soon as they can if a change is made that significantly impacts you.



Important information

Data protection

Legal & General and the Trustees may use the personal information that you or **your employer** has provided to us for (amongst other things):

- dealing with your enquiries and requests for products and/or services from Legal & General,
- administering your plan and processing any claims, and/or
- carrying out market research, statistical analysis and customer profiling.

Our privacy policies set out more detailed information on how we use your personal information (including, our processing activities, the lawful basis for our processing, how we transfer and share your information and/or any information prescribed by data protection law). A copy of the Legal & General privacy policy is available at legalandgeneral.com/privacy-policy or otherwise upon request; the Trustees have their own privacy policy and that is available at legalandgeneral.com/workplacebenefits/mastertrust/news-events. Any changes to these privacy policies will be posted on the respective websites from time to time.

If you make a claim, we and Legal & General may share your information (including personal information) with other insurance companies to prevent fraudulent claims. Your details will also be checked with fraud prevention agencies and if fraud is detected we will share the relevant details with fraud prevention agencies. Law enforcement agencies may also access and use this information. Legal & General and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:

- checking details on applications for credit and credit-related accounts or facilities or otherwise,
- managing credit and credit-related accounts or facilities,
- recovering debt,
- checking details on proposals and claims for all types of insurance, and/or
- checking details of job applicants and employees.

If you would like to receive details of the relevant fraud prevention agencies, then please write to us at: Legal & General Group Financial Crime, Workplace DC Pensions, PO Box 1560, Peterborough, PE1 9AP.





Contact information

Plan administrator contacts:

Mastertrust Pension Access Team
Workplace DC Pensions
Legal & General
PO Box 1560
Peterborough
PE1 9AP

Email: pensionaccessscheme@landg.com

Tel: 0345 070 8686

Opening times:

Monday to Friday 8.30am – 7.00pm

Call charges will vary and the calls may be monitored or recorded.





What do the blue terms mean

Annual allowance

The maximum amount set by HMRC that can be paid into a pension without incurring a tax charge. For more details, please see the Tax Year Rates and Allowances Sheet on the Plan website.

Annuity

An insurance policy that uses the value of your pension savings to provide you with an income, which can be payable for the rest of your life, depending on the type of annuity you buy. The amount you receive will depend on a number of things including the value of your pension savings, your age, your health and the annuity rates available when you purchase one.

Beneficiary

The person(s) you wish to benefit from your pension savings, should you die.

Dependant

Your spouse, registered civil partner or any other person who in the opinion of the Trustees is financially dependent upon you.

Member

An individual who is entitled to benefits in the Plan.

Minimum pension age

This is the earliest that you can commence taking your pension savings. Currently this is age 55 rising to age 57 by 2028.

Lump Sum Allowance

When you access your pension, you can usually take up to 25% of it as a tax-free lump sum.

Your 'lump sum allowance' (LSA) is the maximum amount of money you can take as tax-free lump sums from all the pensions you have. While you can still take out money over this allowance, you will need to pay income tax on it.

The lump sum allowance is £268,275. It will be higher if you have any protected tax-free lump sums, or a protected lifetime allowance.

Lump Sum and Death Benefit Allowance (LSDBA)

Your 'lump sum and death benefit allowance' (LSDBA) is the total amount of tax-free money you can take across all the pensions you have as a:

- tax-free lump sum
- tax-free serious ill-health lump sum, paid out before you turn 75, or
- tax-free lump sum death benefit, paid out if you pass away before you turn 75.

The LSDBA is £1,073,100. It will be higher if you have any protected tax-free lump sums, or a protected lifetime allowance. Income tax will need to be paid on any funds paid above the LSDBA, by whoever receives the payment.

Pension savings/pension pot

The value of all your contributions plus any investment growth, less charges.