### Your guide to investing

Legal & General WorkSave Mastertrust WSP Master Trust Plan

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#### WHY SHOULD I READ THIS GUIDE?

This guide has been designed to help you understand:

- · how contributions are invested
- what you should be aware of if you want to make your own investment decisions
- the choices you will need to consider when it comes to investing your pension pot as you approach retirement.

We've tried to make it easier to understand by using plain English.

Where we've used a term you may not be familiar with, we've highlighted it in blue and have included a definition in the 'Terms explained' section.



## Investing your pension savings

Your pension savings are invested with the aim of preserving their value or making them grow over time.

#### HOW WILL MY PENSION SAVINGS BE INVESTED?

Any contributions that you and your employer make will be invested in the WSP Default Lifestyle which is the default investment option for this scheme, as selected by the Trustees.

This is how contributions will continue to be invested unless you tell us otherwise.

#### WHAT'S THE AIM OF THE WSP DEFAULT LIFESTYLE?

This strategy is designed to enable you to take income from your pension pot. It also aims to reduce the risk of a sharp fall in the value of part of your pension savings as you approach your selected retirement date.

Initially, your pension savings will be invested in a diversified fund that invests in a broad spectrum of investments.

By the time you reach your selected retirement date, your pension savings will be invested 35% in a low-risk fund that invests in short-term deposits, designed for members who plan to take part of their pension pot as cash, and 65% in a diversified fund that has been designed for members who want to use it to provide income.

#### WHAT IF I WANT TO MAKE MY OWN INVESTMENT CHOICES?

You can change the way your pension savings are invested at any time. You have the option to do this only for existing funds, for ongoing contributions, or both. There are a number of funds and lifestyle profiles currently available.

It's important to be aware that all investments carry some degree of risk and, as a result, the value of your pension savings can fall as well as rise.

For more information on investment risk and the different types that you should be aware of, please see the 'Balancing risk and reward' section.

The 'Your fund range' section provides a list of funds available to you and lists details of the fund specific risks that relate to each individual fund.

For more information on what these are, go to the 'Fund specific risk definitions' section.

#### WHAT IS A DEFAULT INVESTMENT OPTION?

The Trustees are required by law to choose an investment option for members who do not want to make their own investment decisions.

This is known as the default investment option, since it is where your pension savings will be invested unless you choose to make your own investment choices. The Trustees must keep this default investment option under review and may make changes over time.



### **Part 2: About Investing**

This section looks at the basics of investing and should be helpful, whether you're new to investing or have previously chosen your own investments.

#### WHAT IS AN INVESTMENT FUND?

An investment fund is controlled by a fund manager who invests in asset classes on your behalf.

For more details on the different types of asset, see the 'What is an asset?' section.

The fund manager can choose to invest in a range of assets from bank deposits and cash to shares and property. Different funds will have different aims and the fund manager will invest in assets that are aligned to the objectives of the fund.

Whatever the specific objective of the fund, the ultimate goal of any fund is to help your money grow (or preserve its value) although there is no guarantee that this will happen.

When you invest in a fund, you buy a small part of it called a unit. The price of these units can vary. If the unit price goes up, the value of your investment will increase. Similarly, if the unit price falls, so will the value of your investment.

#### TYPES OF FUND MANAGEMENT

There are two main types of fund management: active and passive.

Active fund managers take an active 'hands-on' role in making investment decisions. They are continuously researching companies or other investments in the search for growth potential. They may buy and sell assets frequently in the hope of earning returns that beat their market sector.

Passive fund managers adopt a more 'hands-off' approach. Instead of trying to beat a particular sector or market index, for example the FTSE 100 Index, they aim to replicate it.

As a result, passive funds tend to have lower management costs than active funds.

Active funds, typically hold fewer assets, so the impact of any one company underperforming could be greater. They can, however, provide access to asset classes that may not be available via a passive fund.

Active funds generally take on more risk than passive funds within the same asset class. Whilst this means that investors have the potential for higher returns, it also means that the chance of making a loss is also greater.

To find out more about the risks of investing see the 'Balancing risk and reward' section.



#### WHAT IS AN ASSET?

Assets are the building blocks of funds.

Different funds invest in different assets and this can have a significant effect on a fund's performance and its volatility. Each type of asset has its own characteristics and also has different risks. The table below illustrates the key characteristics of the four main types of asset.

	Shares	Property	Bonds	Cash
What is it?	A share in the value of a company.	Commercial property such as offices, shops, w arehouses, factories and other business buildings.	A loan w hich can be returned on a specified future date.	Short-termdeposits with governments and financial institutions such as banks and building societies.
Are they called anything else?	Equities.	N/A	Fixed interest securities. UK Bank Depos Government bonds are often referred to as 'gilts'.	
Who Issues them?	Public companies.	N/A	Governments or companies.	N/A
Can they generate an income?	Yes. If the company makes a profit, it may return money to shareholders in the form of a dividend.	Yes. The rent paid by tenants effectively generates a regular income.	Yes. The issuer will normally make regular interest payments to the holder.	Yes. Although the rate of interest on cash deposits is normally quite low.
Can they grow in value?	Yes. If the value of the company increases, the value of each individual share will increase.	Yes. If property prices increase, the value of your investment will increase.	Yes. It may be possible to sell for more than the original investment amount.	Yes. But only if the interest is retained. Although any grow th is likely to be limited.
How volatile are they?	<b>High.</b> The price of a share can be very volatile in the short term.	High. Property prices can fluctuate in the short term.	e in <b>Moderate to high.</b> Bonds are particularly sensitive to interest rate movements and inflation. <b>Low.</b> Cash is widel the least volatile investored the l	
Can they fall in value?	Yes but only if the value of the company decreases, causing the value of each individual share to decrease.	Yes but only if property prices fall, causing the value of your investment to fall.	Yes although the value of your investment is only likely to fall if interest rates rise and could increase if interest rates fall.	Yes although any fall in value is likely to be limited.
How long should I hold this investment?	Medium to long term. Normally for at least 5 years.	Long term.	Short to medium term.	Short term.

# What is a lifestyle profile?

In addition to offering you a range of funds, you can also invest in a lifestyle profile.

#### HOW DOES A LIFESTYLE PROFILE WORK?

A lifestyle profile is an investment strategy that offers the potential to grow your pension savings over the long term. In most cases a lifestyle profile will normally move your pension savings into funds that prepare you for retirement as you approach your selected retirement date. Alternatively, it may also target a specific objective for your pension pot such as:

- buying a guaranteed income (an annuity)
- taking cash
- taking flexible income (drawdown).

This will happen automatically closer to your selected retirement date.

#### CAN I CHANGE THE WAY MY PENSION SAVINGS ARE INVESTED?

Yes. You can change the way in which your pension savings are invested at any time. You can also change your selected retirement date and leave it invested for longer.

If you decide to invest in a lifestyle profile please be aware that you can only choose one lifestyle profile at a time. It's also not possible to invest in any other funds at the same time.

Lifestyle profiles are not risk free.

To find out more about the risks associated with investing, see the 'Balancing risk and reward' section.

There are seven lifestyle profiles available to members of this scheme.

For more information, please see the 'Your lifestyle profiles' section.



Investing in a lifestyle profile can have advantages as well as disadvantages. It's important that you understand what these are before choosing to invest in one.

Advantages	Disadvantages
You don't have to choose which funds to invest in as these are automatically selected for you by the lifestyle profile.	You aren't actively choosing how your pension savings are invested. This means there may be another fund or lifestyle profile that more accurately reflects your needs or your attitude to investment risk.
Lifestyle profiles are designed to target a particular outcome as you approach your retirement date.	A lifestyle profile doesn't guarantee the value of your pension savings. The value of investments can go down as well as up.
Your pension savings are automatically switched for you as you approach your retirement date.	You don't choose when or how your pension savings are invested as this is set by the lifestyle profile.
Automatic switching ensures your pension savings are moved gradually rather than all at once. This is designed to provide an increasing level of protection against sudden market falls as you get closer to your retirement date, whilst also continuing to offer some potential for investment growth.	The timing of switches is automatic and happens at fixed times. These switches don't take market conditions into account which means you may miss out on investment growth when markets are rising.
The way in which your pension savings will be invested at your retirement date has been designed with a particular outcome in mind. For example, you can take all of your pension pot in one go or as a series of cash lump sums, you can take a flexible regular income or you can use it to get a guaranteed income.	The outcome that the lifestyle profile is targeting may not match the way you intend to use your pension savings or reflect your attitude to investment risk. It may also be unsuitable if you don't use your pension savings as intended at your retirement date. It's important, therefore, to regularly review how your pension savings are invested and whether this remains suitable for your needs.



### **Balancing risk and reward**

When it comes to investing your pension savings, there are different types of investment risk that you should be aware of.

#### **INVESTMENT RISK**

This is the risk that your pension savings may fall in value and it's a risk that applies to all funds.

However, the more time there is until your selected retirement date, the less concerned you might be about short-term falls. In this case, you may be more willing to accept a higher degree of investment risk for the chance of higher rewards.

#### **EXPECTATION RISK**

This is the risk that your pension savings may not grow by as much as you want or need.

It's important to check your investments regularly to see whether you're on track to meet your goals. If your investments aren't performing as you expected, you may need to consider increasing your pension contributions or delaying your retirement.

#### ANNUITY RATE RISK

When you reach your selected retirement date, you may want to convert your pension pot into a guaranteed income (an annuity).

The cost of buying an annuity is influenced by economic conditions and annuity providers' assessment of life expectancy. This means that the cost of buying an annuity (often referred to as the annuity rate) can change.

Therefore, if annuity rates fall, there is a risk that your pension pot won't buy the amount of pension income you need or expect.

#### **INFLATION RISK**

This is the risk that prices of goods and services will increase by more than the value of your investments.

This means that you may not be able to buy the same things in the future, that you can afford to buy today.

#### **OPPORTUNITY RISK**

If you delay purchasing a guaranteed income (an annuity) at outset, should you want to do so at a later date, annuity rates may have fallen and, as such, the amount of income you could buy may be less generous.

#### FUND SPECIFIC RISKS

These are the risks that apply to an individual fund.

As mentioned earlier, different funds will invest your money in different assets and in different ways to achieve their aims. As a result, each fund is likely to have a different set of risks.

For details of the specific risks that apply to each of the funds available to you, please see the list of funds in the 'your fund range' section.

A detailed explanation of what each of these are can be found in the 'Fund specific risks' section.

If you're not comfortable making your own investment decisions, your pension savings will be automatically invested in the default investment option, which has been chosen by the Trustees as they believe it is suitable to meet the needs of most members.

You can find more about the default investment option for your scheme in the 'Investing your pension savings' section.



### **Balancing risk and reward**

Almost all investment involves some degree of risk. It's important that you understand - and are comfortable with - the risk you may be taking before making any investment decisions.

#### **RISK VERSUS REWARD**

Taking a higher degree of risk generally comes with the potential for higher rewards. It also means, however, that there's a greater chance of your investment falling in value.

Accepting a lower degree of risk generally means that your investment is less likely to fall in value. However, in return, this will usually mean that your investment has less potential for growth. In other words, the reward will be less.

#### EXAMPLE

When you put money into a bank account, there's almost no risk of losing it.

However, the interest you're likely to receive - your reward - will probably be quite low.

Investing your money in the shares of a single company carries a much higher risk. If something happens to the company, it will affect the value of your shares.

If the company performs poorly the share price is likely to fall and, in the worst case, you could lose all your money.

However, if the company is really successful the share price could rise, which means that your investment could be worth much more than you originally invested.



### Unexpected events

#### What If there is a special situation?

On occasions, unexpected and emergency situations arise that might need special action to be taken. These may include:

- A major incident that has a serious effect on investment values or results in the closure of parts of a city.
- The unplanned closure of one or more of the main stock markets around the world.
- Times when property investments are not easy to sell.
- Actions by overseas governments, which result in assets invested in the country concerned being frozen.
- A major systems failure, either ours or one of the external organisations which we rely on to value our funds.

In these situations, our main priority is to protect the interests of you and other investors. We'll take any action we believe necessary to achieve this.

As an example, some actions that might be considered include:

- Delaying dealing with cashing in requests, fund switches or other payments. We will still keep to any statements which we've made in your member's booklet.
- Giving what we believe is a fair estimate of the value of the assets which are impossible to get an accurate value for.

#### How are your investments protected?

When one insurance company invests its assets with another it is known as reinsurance. This reinsurance arrangement has its own rules and impacts on your right to claim compensation in the event that an insurance company enters insolvency.

In this case, it is when Legal & General Assurance Society (LGAS) invests it's assets with Legal & General Assurance (Pensions Management), referred to as PMC for pensions management company.

In the event that LGAS becomes insolvent or is otherwise unable to meet its financial obligations, you may be able to claim back any losses from the Financial Services Compensation Scheme (FSCS). The FSCS pays compensation to customers who lose money if a firm is unable to pay them what they owe. You can find out more at fscs.org.uk

In the event that PMC becomes insolvent, LGAS will attempt to recover the full value of your investments. If it is unable to do so, LGAS will be responsible for making up any shortfall.

In the event that an external insurer becomes insolvent, PMC will attempt to recover the full value of your investments held by the external insurer. If it is unable to do so, you may lose some or all of your pension savings.

The protection described here relates only to insolvency or other circumstances in which the fund manager is unable to meet its financial obligations. Reductions in fund values through market movements or poor performance are not covered.

You can find out more about the key principles we follow when managing our funds, including the basics of investing, how we value your pension investments and what happens if an unexpected event occurs in Your guide to how your funds are managed.



### Part 3: Your Investment options

You can change the way in which your pension savings are invested at any time. This section looks at the options available to you if you want to make your own investment decisions.

#### HOW MANY FUNDS CAN I INVEST IN?

There are a number of funds to choose from and you can invest in as many as you wish, in whatever proportions you want.

Fund factsheets are available for each of these funds and include details about the fund's aims, asset allocation and performance.

A full list, including links to each of these fund factsheets, can be found in the 'your fund range' section.

#### HOW MANY LIFESTYLE PROFILES CAN I INVEST IN?

There are four lifestyle profiles to choose from, details of which can be found in the 'Your lifestyle profiles' section.

If you invest in a lifestyle profile, you cannot invest in any other funds.

#### WHO DECIDES WHICH INVESTMENT OPTIONS ARE AVAILABLE?

The Trustees of the plan have chosen these funds and lifestyle profiles.

The Trustees will review the selection from time to time. In the future, this could mean that certain investments will be removed or new ones added.

#### HOW DO I CHANGE MY INVESTMENTS?

You can change the way your pension savings are invested at any time. You can do this:

- Online Go to your scheme microsite and select 'Manage Your Account'.
- By phone Call Legal & General on 0345 070 8686.
   Call charges will vary. Legal & General may record and monitor calls.

Please remember that neither your employer, nor the Trustees nor Legal & General are providing financial advice.

If you want to make your own investment decisions, you should speak to a qualified financial adviser. You can find one in your local area at <u>unbiased.co.uk</u>.

Please note that advisers will usually charge for their services.

#### FACILITATED ADVISER CHARGE

This plan offers you a way to pay your financial adviser directly from your pension pot. It's called a facilitated adviser charge and the advice you receive must be related to this plan. The charge will be taken from this plan, so there must be enough money in your pension pot to pay for it.

The facilitated adviser charge guide explains how this service works.

For more information:

- go to legalandgeneral.com/adviserchargeguide and legalandgeneral.com/adviserchargeform
- phone us on 0345 070 8686.
   Call charges will vary. We may record and monitor calls.
- email us at employerdedicatedteam@landg.com
- write to us at, Legal & General, Workplace Pensions 10 Fitzalan Place, Cardiff CF24 0TL

# Your Investment options

Depending on which funds or lifestyle profile you choose to invest in, the amount you pay in charges could differ.

#### WHO MANAGES THE FUNDS?

All the funds are managed by professional fund managers. If you choose to invest in a fund that is not managed by Legal & General, then you need to be aware that you will still be buying units in a Legal & General fund.

Legal & General will then use the money you contribute to buy units in the manager's own fund (called the 'authorised fund').

#### WHAT ARE THE CHARGES FOR INVESTING?

Each of the funds carries a fund management charge (FMC). This charge is accounted for in the price of the unit and is reflected in the value of your fund.

The fund management charge (FMC) consists of the investment management charge (IMC) plus additional expenses (AE).

It includes investment management fees, fund administration fees, custody/custodian fees, auditing and accounting fees, and regulatory charges.

Different funds have different charges and these are shown in the list of funds on the following page.

If you invest in a lifestyle profile, the charges you'll pay will be calculated on the proportion of your pension savings invested in each fund (or funds) at that time.

#### WHAT IS THE TOTAL COST OF RUNNING MY PENSION?

To calculate the total cost of running a pension plan, you should add the annual management charge (AMC), which covers Legal & General's administration costs, to the fund management charge (FMC).

The AMC for this plan is 0.08%.

The FMC varies from one fund to another. Details of the FMC for each fund can be found in the 'Your fund range' section.

It's important to be aware that, in certain circumstances, we may need to make changes to our charges or introduce new charges.

# You can invest your pension savings in any of the funds listed below. To find out more information about each fund listed,

You can invest your pension savings in any of the funds listed below. To find out more information about each fund listed, including its aims, asset allocation and performance, simply click on the fund name.

Fund risk rating category	Fund name	Fund code	ABI sector	Fund specific risks	ІМС	AE	FMC
1	L&G PMC Cash Fund 3	EAB3	Deposit & Treasury	3, 13, 39, 62	0.09%	0.00%	0.09%
3	L&G MT Short Dated Bond Index Fund	BD83	Sterling Corporate Bond	2, 3, 39, 62	0.12%	0.00%	0.12%
4	L&G MT Active Diversified Growth Fund	BD93	Specialist	1, 2, 3, 4, 5, 6a, 20, 21, 22, 39, 62	0.80%	0.04%	0.84%
4	L&G PMC Janus Henderson Fixed Interest Monthly Income Fund 3	B7N3	Sterling Strategic Bond	2, 3, 4, 6b, 7, 23, 39, 62	0.62%	0.04%	0.66%
4	L&G PMC Multi-Asset Fund 3	NTW3	Mixed Investment 40%-85% Share	s 1, 2, 3, 5, 6a, 10, 22, 39, 62	0.13%	0.00%	0.13%
5	L&G PMC Future World Annuity Aw are Fund 3*	NEN3	Sterling Long Bond	2, 3, 24, 39, 62	0.12%	0.00%	0.12%
4	L&G PMC Retirement Income Multi-Asset Fund 3	NWD3	Specialist	1, 2, 3, 5, 6a, 10, 22, 23, 30, 39, 62	0.28%	0.03%	0.31%
5	L&G PMC Future World Fund 3	BJ13	Global Equities	1, 5, 6a, 15, 22, 36, 39, 62	0.24%	0.00%	0.24%
5	L&G PMC HSBC Islamic Global Equity Index Fund 3	BB43	Global Equities	1, 5, 10, 11, 39, 62	0.23%	0.12%	0.35%
4	L&G MT Future World Multi-Asset Fund	BZ13	Mixed Investment 40-85% Shares	1, 2, 3, 5, 6a, 10, 15, 22, 36, 37, 62	0.16%	0.00%	0.16%
5	L&G PMC Global Eqty Fixed Weights 60:40 Index 3	NDY3	Global Equities	1, 5, 6a, 10, 22, 39, 62	0.10%	0.00%	0.10%
6	L&G MT Global Real Estate Equity Index Fund	BZ03	Property Other	1, 5, 6a, 11, 22, 37, 39, 42, 62	0.19%	0.00%	0.19%
4	L&G PMC AAA-AA-A Corporate Bond All Stocks Index Fund 3	NEM3	Sterling Corporate Bond	2, 3, 39, 62	0.12%	0.00%	0.12%
5	Legal & General MT Fossil Fuel Free Climate Equity Index Fund	BTD3	Global Equities	1, 5, 6a, 10, 15, 16, 23, 25, 62	0.12%	0.05%	0.17%
5	L&G PMC Global Diversified Credit 3	B8X3	Sterling High Yield	2, 3, 4, 6b, 7, 10, 23, 36, 62	0.3%	0.03%	0.33%
6	Legal & General Mastertrust Impact Fund	B6X3	Global Equities	1, 9	0.5%	0.03%	0.5%
5	Legal & General MT Active Global Equity Fund	BRN3	Global Equities	1, 5, 6a, 10, 22, 39, 62	0.65%	0.07%	0.65%

Continued on following page.

It's important to remember that, although these ratings can provide a useful indicator of a fund's current and previous level of risk, they should not be used as a guide to future investment performance. \*This fund was previously called L&G PMC Pre-Retirement Fund 3

# You can invest your pension savings in any of the funds listed below. To find out more information about each fund listed,

including its aims, asset allocation and performance, simply click on the fund name.

Continued from previous page.

Fund risk rating category	Fund name	Fund code	ABI sector	Fund specific risks	IMC	AE	FMC
5	L&G MT Global Developed Equity Index Fund	BC03	Global Equities	1, 5, 6a, 22, 39, 62	0.10%	0.00%	0.10%
5	L&G PMC Ethical Global Equity Index Fund 3	NEB3	Global Equities	1, 5, 6a, 15, 22, 39, 62	0.30%	0.00%	0.30%
5	L&G PMC CT Managed Equity Fund 3*	B0M3	Flexible Investment	1, 2, 3, 5, 6b, 7, 9, 39, 62	0.40%	0.10%	0.50%
5	L&G PMC World (Ex-UK) Equity Index Fund 3	NED3	Global Equities	1, 5, 6a, 22, 39, 62	0.12%	0.00%	0.12%
6	L&G MT Emerging Markets Index Fund	BD03	Global Emerging Markets Equities	1, 5, 6a, 7, 10, 22, 39, 62	0.25%	0.00%	0.25%
6	L&G PMC UK Equity Index Fund 3	NBC3	UK All Companies	1, 6a, 39, 62	0.10%	0.00%	0.10%
6	L&G MT Smaller Companies Index Fund	BD73	Global Equities	1, 5, 6a, 8, 22, 39, 62	0.22%	0.00%	0.22%
7	L&G PMC Sustainable Property Fund 3	B5N3	UK Direct Property	1, 5, 6a, 12, 13, 22, 37, 42	0.44%	0.84%	1.28%
5	Legal & General Mastertrust UK Smaller Companies Fund	B7X3	UK Smaller Companies	1, 6a, 8, 39, 42, 61, 62	0.50%	0.02%	0.52%

It's important to remember that, although these ratings can provide a useful indicator of a fund's current and previous level of risk, they should not be used as a guide to future investment performance.

\*This fund was previously called L&G PMC Threadneedle Managed Equity 3

# You can invest your pension savings in any of the funds listed below. To find out more information about each fund listed,

including its aims, asset allocation and performance, simply click on the fund name.

Continued from previous page.

Fund risk rating category	Fund name	Fund code	ABI sector	Fund specific risks	IMC	AE	FMC
4	L&G PMC 2015 - 2020 Target Date Fund 3	BE13	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2020 - 2025 Target Date Fund 3	BE23	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2025 - 2030 Target Date Fund 3	BE33	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2030 - 2035 Target Date Fund 3	BE43	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2035 - 2040 Target Date Fund 3	BE53	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2040 - 2045 Target Date Fund 3	BE63	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2045 - 2050 Target Date Fund 3	BE73	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2050 - 2055 Target Date Fund 3	BE83	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%
4	L&G PMC 2055 - 2060 Target Date Fund 3	BE93	Specialist	1, 2, 3, 4, 5, 6a, 10, 22, 23, 30, 36, 37	0.15%	0	0.15%

It's important to remember that, although these ratings can provide a useful indicator of a fund's current and previous level of risk, they should not be used as a guide to future investment performance.



## Fund risk ratings

#### INTERPRETING RISK

Risk can be interpreted in many ways; to some it is the likelihood of achieving a return on their retirement savings. To others, it could be as simple as the chance of losing money.

When looking at investment funds, different funds have different risks associated with them. These will be specific to the types of assets and geographic locations they're invested in.

One thing all risks have in common is uncertainty. The volatility of returns is the most common measure of uncertainty and this is what we use to determine our risk rating. Volatility refers to the rate at which the price of a fund fluctuates in value over a period of time.

Risk ratings can provide a useful indicator of a fund's current and previous level of risk. However, they should not be used as a guide to future investment performance.

When you're looking at where to invest, it's important that you think carefully about the risk and reward profiles of our funds. Your outlook and circumstances are unique, so you'll need to decide how you want to invest your retirement savings. If you have any doubts or questions, you should seek advice.

#### HOW FREQUENTLY ARE THEY REVIEWED?

We update our fund documentation annually and calculate the latest fund risk ratings as part of this exercise. When calculating our fund risk ratings we use a standard industry approach and they reflect the volatility in the fund value over a suitable period of time.

#### THE SPECTRUM OF RISK: THE RISK & REWARD PROFILE

We organise our funds into seven risk rating categories. These categories are based on the risks, and potential reward, we think they present to your money. They are calculated on the assumption that you will keep your investment for at least five years. If you decide to invest in a fund for a shorter period of time, the actual risk rating may be significantly higher. This means that you should consider holding your investments for a time period of five years or more, wherever possible.

Our risk ratings aim to give you an indication of the potential fluctuations you may see in the value your retirement savings over time. However, they cannot predict what actually will happen, or when. Funds can perform better or worse than the risk rating that they have been given might imply.

More information on how we risk rate our funds and the different risk rating categories can be found in <u>Your Guide to Risk and Reward</u>.

Please remember that neither your employer, nor the Trustees, nor Legal & General are providing financial advice.

If you want to make your own investment decisions, you should speak to a qualified financial adviser. You can find one in your local area at <u>unbiased.co.uk.</u>

Please note that advisers will usually charge for their services.

For more information on how you can pay for advice using your pension pot, please see 'Facilitated Adviser Charge' on page 11.



### **Risk profile**

We organise our funds into seven risk rating categories. These categories are based on the risks we think they present to your money and assume you will keep your investment for at least five years.

RI	SKRATING	DESCRIPTION
1	Lowest	Funds with this risk rating have typically experienced the lowest volatility of all funds offered by Legal & General, based on historic performance. This means that these funds have the lowest potential for significant fluctuations in value compared with other funds.
2	Low	Funds with this risk rating have typically experienced low volatility compared to other funds offered by Legal & General, based on historic performance. This means that these funds have a low potential for significant fluctuations in value compared with other funds.
3	Low to Medium	Funds with this risk rating have typically experienced low to medium volatility compared to other funds offered by Legal & General, based on historic performance. This means that these funds have a low to medium potential for significant fluctuations in value compared with other funds.
4	Medium	Funds with this risk rating have typically experienced medium volatility compared to other funds offered by Legal & General, based on historic performance. This means that these funds have a medium potential for significant fluctuations in value compared with other funds.
5	Medium to High	Funds with this risk rating have typically experienced medium to high volatility compared to other funds offered by Legal & General, based on historic performance. This means that these funds have a medium to high potential for significant fluctuations in value compared with other funds.
6	High	Funds with this risk rating have typically experienced high volatility compared to other funds offered by Legal & General, based on historic performance. This means that these funds have a high potential for significant fluctuations in value compared with other funds.
7	Highest	Funds with this risk rating have typically experienced the highest volatility compared to other funds offered by Legal & General, based on historic performance. This means that these funds have the highest potential for significant fluctuations in value compared with other funds.



In the 'Fund specific risks' column of the fund list in the 'your fund range' section, you will have seen one or more numbers listed against each fund. Each number relates to a specific risk associated with that fund. This section contains descriptions for each of the fund specific risks listed. You'll see there are some numbers missing from this list. Although Legal & General applies these risks to a wide range of funds, only the risks that might apply to the funds in this guide are shown in this list.

#### 1. EQUITIES

The fund invests in equities (shares of companies), so there is a higher risk of the fund's value being volatile (i.e. going up and down) than with a fund which invests in most other asset types, particularly in the short term.

#### 2. FIXED INTEREST SECURITIES

Investment returns on fixed interest securities, such as corporate and government bonds, are particularly sensitive to trends in interest rate movements and inflation. Their values are likely to fall when interest rates rise. Such falls may be more pronounced in a low, or negative interest rate environment and longer dated fixed interest securities will fall by more than short dated fixed interest securities.

#### 3. RISK OF ISSUER BECOMING LESS SECURE

The fund invests in securities. The financial strength of a company or government issuing the security determines their ability to make some or all of the payments due. If this financial strength weakens, the chances of them not making payments increases and this will reduce the fund's value.

#### 4. SUB-INVESTMENT GRADE

The fund invests in higher yielding bonds (known as 'subinvestment grade' bonds). Compared to lower yielding bonds (known as 'investment grade' bonds) there is a greater risk that the fund will not receive back, either on time or at all, some or all of the amount invested or interest that is due to be paid.

#### 5. CURRENCY CHANGES

The Fund may hold assets in currencies that are not denominated in sterling. If the value of these currencies falls compared to sterling this may cause the Fund's value to go down. Some Funds may employ currency hedging as a means of protecting the Fund's value against currency movements. In extreme market conditions, the hedge may not be perfect and the Fund may be exposed to currency changes.

### 6A. DERIVATIVES: IN RELATION TO FUNDS USING DERIVATIVES FOR "EPM" PURPOSES

The Fund may undertake derivative transactions as part of efficient portfolio management ("EPM") or reduction in investment risk in line with the Historic FCA Permitted Links rules.

### 6B. DERIVATIVES IN RELATION TO FUNDS USING DERIVATIVES FOR "INVESTMENT"

The Fund may undertake derivative transactions in line with the FCA Conduct of Business rules (COBS 21). The Fund may invest in other collective investment schemes, which use derivatives for investment purposes as opposed to solely for efficient portfolio management or reduction in investment risk.

#### 7. DERIVATIVE COUNTERPARTY RISK

The Fund may hold Over the Counter ("OTC") derivative contracts with banks or other financial institutions. If these organisations experience financial difficulty, they may be unable to pay back the sums that they owe under the OTC derivative contracts. If this happens, the value of the investment will fall.



#### 8. SMALLER COMPANIES

This fund invests in equities issued by smaller companies. These investments tend to be riskier than investments in larger companies because they may be harder to buy and sell and their price may be more volatile - particularly in the short term

#### 9. LIMITED HOLDINGS

This fund invests in relatively few individual holdings. This means that a fall in the value of an individual holding can have a more significant impact on the overall performance of the fund.

#### **10. EMERGING MARKETS**

The fund invests in emerging markets where there may be limited information available publicly to investors. In general, emerging market issuers are not subject to accounting, auditing and financial standards and requirements similar to those required of developed market issuers. Also, local laws may prevent the repatriation of capital or profit from those countries into the UK. In addition, the stock markets and currencies of emerging markets can be volatile, due to the fact that the political and economic systems in these countries are still developing. In such cases delays in settlement may cause the fund to have exposure to a third party broker or counterparty. This may result in a greater risk that the value of the fund might go down. The investments in these markets might also be bought and sold infrequently therefore resulting in large changes in their prices.

#### **11. MARKET SECTOR**

The fund invests in companies from a particular market sector (such as financial companies or oil companies) which means that there is a higher level of risk because the fund's investments are not diversified across a variety of market sectors. As a result, the value of an investment in this fund may go up and down more often and by larger amounts than funds that invest in a wider range of market sectors, particularly in the short term.

#### **12. PROPERTY**

The fund invests in commercial property. Property can be difficult to buy or sell. This could mean that:

• Cash remains uninvested and/or

• Property may have to be sold for less than expected.

If a significant amount of withdrawals from the fund is requested by investors, the fund manager may be forced to sell properties quickly. This could mean that properties are sold for less than expected which would reduce the value of your investment in the Fund.

In exceptional circumstances;

• it may not be possible to sell properties quickly and/or

• it may be difficult for independent valuers to assess the market value of the properties held by the Funds

In such circumstances the Company can defer the payment of amounts due on the surrender of Units or suspend dealing in the fund where this is in the interest of all investors in the fund. If dealing is suspended at a time when you want to Surrender Units in the fund, it could become necessary for the Company to delay acting on your instructions. This would lead to a delay in dealing with your request to surrender Units in the fund.



If the size of the fund falls significantly, the fund may have to hold fewer properties. This may lead to an increase in its risk as the fund performance will be based on the performance of a small number of properties and therefore the poor performance of one of them will have a larger impact on the fund than if the fund was holding a large number of properties.

Rental growth is not guaranteed and unpaid rent could affect the performance of your investment in the fund.

The fund may undertake development of properties where the full benefit of any increases in the value of the property or the income earned from it are not received until completion. While any development is taking place, the fund is at risk from delays in receiving the benefit of any improvements, and additional costs. Developments may not achieve the predicted increase in the value of the property or rent.

The value of property is generally a matter of valuer's professional opinion rather than fact.

#### **13. MONEY MARKET**

The fund invests in money market products, with banks and other financial institutions. There is a risk of investing in money market products, if the financial institutions which hold the deposits suffer financial difficulties or become insolvent, they may not pay back some or all of the amount invested with them. This could mean that the Fund might not get back the full amount deposited and its value will fall. Some money market investments may be illiquid. The value of money market securities may fall due to changes in interest rates - including periods of negative interest rates, inflation, creditworthiness, wider credit events or extensions to the anticipated term of investments. If this happens the value of your fund may fall.

#### 14. FEW BOND ISSUERS

The Fund invests almost exclusively in fixed interest bonds from a single or small number of issuers, such as companies or governments. If any of these issuers experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the Fund may fall.

#### **15. EXCLUSIONS**

The investment policy applied to this fund may mean that it cannot invest in some companies or in certain sectors. These restrictions mean that should the sectors in which the fund cannot invest be the best performing ones the value of the Fund will not increase as strongly as the value of funds which can invest in these sectors.

#### 22. STOCK LENDING

The fund manager may lend stock to other parties and it is usual for the borrower to provide collateral. If the borrower fails to return the borrowed stock, the collateral may not be enough to cover the value of the stock, resulting in a reduction in the fund value.

#### 23. INFLATION AND INDEX LINKED INSTRUMENTS

The fund invests in inflation-linked bonds, which are particularly sensitive to changes in inflation rates. Their values are likely to fall when inflation rates fall.

#### 24. PRE-RETIREMENT FUNDS

The fund is designed to be used as part of a pre-retirement strategy by investors who are expected to purchase an annuity at retirement.



#### **30. RETIREMENT INCOME DRAWDOWN**

Investors may receive less income through drawdown than if they had bought an annuity. They will not benefit from the security of a guaranteed income for life that an annuity offers. The policyholder should ensure that the pension scheme member speaks with his/her adviser about the level of income needed, their potential sources of income and overall financial circumstances before deciding how to take retirement income from the Fund.

#### 36. EXCLUSION OF COMPANIES WHO DO NOT MEET LGIM'S STANDARDS IN ACCORDANCE WITH LGIM'S CLIMATE IMPACT PLEDGE

Legal & General have made a commitment to address climate change by engaging directly with the largest companies in the world who hold the key to meeting the 2 degree Paris climate change target (COP 21). The companies will be assessed by LGIM for robustness of their strategies, governance & transparency. Within this Fund's investment policy, companies that fail to meet LGIM's minimum standards in low carbon transition and corporate governance standards may be excluded from the Fund.

#### **39. PORTFOLIO DIVERSIFICATION**

The fund should be utilised as part of a diversified investment strategy within a wider portfolio of funds. These funds are not designed to be solely invested in.

#### **61. REINSURANCE CREDIT RISK**

This fund invests in a PMC fund, which in turn invests in a unit linked life fund provided by an insurer outside of the Legal & General Group. This is achieved through a re-insurance agreement between PMC and the external insurer.

Legal and General Assurance Society Limited (LGAS) bears the credit risk of PMC becoming insolvent but does not take on the re-insurance credit risk associated with the insolvency of the external insurer. This means that if PMC becomes insolvent, LGAS will make good any shortfall in the value of your investments which it is unable to recover from PMC. However, if the external insurer becomes insolvent, the value of your investment held within this fund will be at risk.

In the event that the external insurer becomes insolvent, the value of your investment held in this fund will not be covered by the Financial Services Compensation Scheme.

#### 62. DELAYED REPAYMENT

This fund is able to delay paying out, which may mean that you have to wait to get your money. A delay may happen when market conditions mean it is difficult for the fund manager to cash in investments to pay out to investors.

For example, a fund with investments in commercial properties may find they may take time to sell. Whilst waiting to complete on the sale of properties, the fund manager may suspend making payments to investors who want to cash in.

The fund can only delay paying out if it is in the interests of all investors.



A lifestyle profile is an investment strategy that offers the potential to grow your pension savings over the long term. Normally, it will move your pension savings into funds that prepare you for retirement as you approach your selected retirement date and may also target a specific objective such as cash, guaranteed income (an annuity) or flexible income (drawdown).

You can choose to invest your pension savings in any one of four different lifestyle profiles.

For more detailed information on each one, see the descriptions on the following pages.

You will also find links to the factsheets for each of these lifestyle profiles on your scheme website.

Once you reach your selected retirement date automatic switching will stop. This strategy may not be suitable if you don't take pension benefits as intended from your selected retirement date. You should review your selected retirement date on a regular basis, as it will determine where your pension pot is invested as you approach retirement.

It's also important to review your investment strategy on a regular basis, after your selected retirement date, to ensure that the funds in which your pension pot is invested remain suitable for your needs.

To find out more about investing in a lifestyle profile, including the advantages and disadvantages, see the 'What is a lifestyle profile?' section.



#### WSP DEFAULT LIFESTYLE

#### Who is it designed for?

This lifestyle profile is designed for members who intend to take part of their pension pot as tax-free cash at their selected retirement date and leave the remainder invested and use it to provide flexible income (drawdown) which may be taxable.

#### What are the aims?

This strategy is designed to enable you to take income from your pension pot. It also aims to reduce the risk of a sharp fall in the value of part of your pension savings as you approach your selected retirement date.

Initially, your pension savings will be invested in a diversified fund that invests in a broad spectrum of investments.

By the time you reach your selected retirement date, your pension savings will be invested 35% in a low-risk fund that invests in short-term deposits, designed for members who plan to take part of their pension pot as cash, and 65% in a diversified fund that has been designed for members who want to use it to provide income.

#### Where can I find out more?

For more information about the <u>WSP Default Lifestyle</u> please see the lifestyle profile factsheet.

If you'd like to find out more about the funds that make up this investment strategy, including the charges, risks and performance, please see the fund factsheets for the <u>Multi-Asset Fund</u>, the <u>Retirement Income Multi-Asset Fund</u> and the <u>Cash Fund</u>.

#### LEGAL & GENERAL DRAWDOWN LIFESTYLE

#### Who is it designed for?

For those who want to leave their pension pot invested beyond their retirement date and take an income. This is referred to as flexi-access drawdown or income drawdown.

#### What are the aims?

It's an investment strategy that offers you the potential to grow your pension savings both prior to and beyond your selected retirement date.

Initially, your pension savings will be invested in the Multi-Asset Fund. Then, when you are three years from your selected retirement date, your pension savings will be gradually moved into the Retirement Income Multi-Asset Fund.

This strategy has been specifically designed for members who want to use their pension pot to provide an income in retirement.

#### Where can I find out more?

For more information about the <u>Legal & General Drawdown</u> <u>Lifestyle</u> and the <u>L&G Drawdown Lifestyle - MT Future World</u> <u>MAF</u>, please see the lifestyle profile factsheets.

If you'd like to find out more about the funds that make up these lifestyle profiles, including the charges, risks and performance, please see the fund factsheets on our <u>fund centre</u>.

You can only invest in one lifestyle profile at a time and cannot invest in any other funds at the same time. To find out more about lifestyle profiles, click on the links above. You'll see information about the funds they invest in and their advantages and disadvantages.



#### LEGAL & GENERAL CASH LIFESTYLE

#### Who is it designed for?

For those looking to take their pension pot as cash when they retire..

#### What are the aims?

It's an investment strategy that offers you the potential to grow your pension savings in the long term.

Initially, your pension savings will be invested in the Multi-Asset Fund. Then when you are three years from your selected retirement date your pension savings will be gradually moved into the Cash Fund.

This strategy aims to reduce the risk of a sharp fall in markets reducing the value of your pension pot when you reach your selected retirement date.

#### Where can I find out more?

For more information about the <u>Legal & General Cash Lifestyle</u> and the <u>L&G Cash Lifestyle - MT Future World MAF</u>, please see the lifestyle profile factsheets.

If you'd like to find out more about the funds that make up these lifestyle profiles, including the charges, risks and performance, please see the fund factsheets on our fund centre.

#### LEGAL & GENERAL ANNUITY LIFESTYLE

#### Who is it designed for?

For those looking to use their pension pot to buy a guaranteed lifetime income (known as an annuity).

#### What are the aims?

It's an investment strategy that offers you the potential to grow your pension savings prior to your selected retirement date.

Initially, your pension savings will be invested in the Multi-Asset Fund. Then, when you are three years from your selected retirement date, your pension savings will be gradually moved into the Cash Fund and the Pre-Retirement Fund.

This strategy has been designed for members who want to take a combination of tax-free cash at their selected retirement date and use the remainder of their pension pot to purchase a guaranteed income (an annuity).

#### Where can I find out more?

For more information about the <u>Annuity Lifestyle</u>, please see the lifestyle profile factsheet.

If you'd like to find out more about the funds that make up this lifestyle profile, including the charges, risks and performance, please see the fund factsheets for the <u>Multi-Asset Fund</u>, the <u>Cash Fund</u> and the <u>Pre-Retirement Fund</u>.

You can only invest in one lifestyle profile at a time and cannot invest in any other funds at the same time. To find out more about lifestyle profiles, click on the links above. You'll see information about the funds they invest in and their advantages and disadvantages.



# **Choosing your own investments**

There's a lot to think about when it comes to choosing your own investments. We've created this step-by-step guide to help you consider all the relevant things before making any investment decisions.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Identify your attitude to risk	Things you may want to consider	Find out about Legal & General's fund risk ratings	See how the funds compare in terms of risk	Consider funds that suit your risk profile	Making sure you're happy with your choice
See the 'Balancing risk and reward' section for more information.	<ul> <li>When choosing funds you may want to consider:</li> <li>1.Investing in a range of different investment types.</li> <li>2.How much you understand about investing.</li> <li>3.Your income needs in retirement.</li> <li>4.How often you'll review and change your investments.</li> <li>5.The timing of your investment and whether you're making one-off or gradual investments.</li> </ul>	Legal & General has created five fund risk rating categories, using a scale of 1 (lowestrisk) to 7 (highestrisk). The definitions in the 'Fund risk rating descriptions' section will provide you with a broad description of the level of risk attached to the funds within each category.	Legal & General has risk rated all its funds. For more information see the 'Risk Profile ' section of this guide and the individual fund factsheets for each funds specific risk rating. These can be found by clicking on the links on pages 14 and 15 of this guide.	You can decide on the level of risk you want to take. You may want to invest in funds from a single Fund risk rating category or you may prefer to invest in a range of funds across more than one fund risk rating category. You can find more information on all the funds available to you, including details of the fund risk rating category, in the 'your fund range' section	It's important to be comfortable with the risks associated with each fund before investing. You should also review your fund choices regularly to ensure they remain appropriate for your needs. To do this go to your scheme website and select 'Manage Your Account'. You may want to seek financial advice before making any investment decisions.



### **Approaching retirement?**

You now have a choice about what you can do with your pension savings from the age of 55 onwards. So, if you haven't already, you should start thinking about how you want to use your pension pot and when you intend to take it.

#### IS THERE ANYTHING I SHOULD BE DOING NOW?

Your pension savings will be invested in the default investment option unless you tell us otherwise.

Following the introduction of the new pension freedoms, you now have a choice about what you can do with your pension savings from age 55 onwards.

With this in mind, it's important to regularly review your pension savings, to see if you're on track to achieve your retirement goals, especially if you're aged 50 or over.

We've created the graphic on the right to help you identify what you might want to be thinking about, if you haven't already.

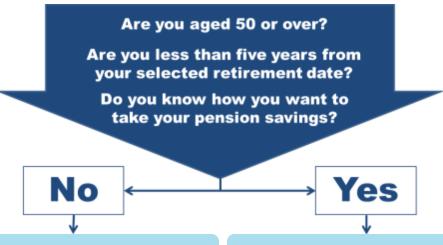
#### WHAT ARE MY OPTIONS AT RETIREMENT?

You'll have a number of options available to you without having to leave this plan but you may want to shop around to find what's best for you.

You don't have to stay with Legal & General. You have the right to transfer some or all of your pension savings to one or more providers.

Alternatively, if you have pension savings with other providers, you may want to consider consolidating them into your Legal & General pension plan.

You'll need to fully understand the tax implications of these options and any impact they may have on your entitlement to State benefits.



If you're approaching 50 but haven't already done so, you may want to start thinking about how you want to take your pension pot and when.

It's important to review your pension savings on a regular basis to ensure it's on track to help you achieve your goals in retirement. We have four lifestyle profiles that have been designed to help you if you want to take your pension pot as:

- Cash
- Guaranteed Income (an annuity)
- Flexible Income (drawdown).

For more information about each of these specific investment options please see the 'Your lifestyle profiles' section.

# Approaching retirement?

Whether you want more information on the investment options available to you, impartial guidance from an independent government-backed service or wish to speak to a financial adviser, help is available.

#### Your scheme website

Your scheme website contains information intended to help you if you're thinking of making your own investment decisions.

In addition, you'll be able to access Legal & General's online Retirement Planner.

You'll also be able to log in to Manage your Account

#### MONEYHELPER

MoneyHelper is a free, government organisation that offers guidance to make money and pension choices clearer.

To find out more or book an appointment visit <u>moneyhelper.org.uk</u> or call 0800 011 3797.

#### **Pension Wise**

Pension Wise is a government service from MoneyHelper that offers free, impartial guidance about your defined contribution pension options.

To find out more or book an appointment visit <u>moneyhelper.org.uk/pensionwise</u> or call 0800 138 3944.

#### **Financial Advice**

If you're still unsure about your options we recommend you speak to a financial adviser.

To find a financial adviser in your local area go to:

#### unbiased.co.uk

Please note, financial advisers will usually charge a fee for their services.

For more information on how you can pay for advice using your pension pot, please see 'Facilitated Adviser Charge' on page 11.

#### **RETIREMENT PLANNER TOOL**

Not sure what your plans are?

Legal & General has developed an online tool designed to help you make your retirement choices.

If you'd like to use the tool, please go to your scheme website or log on to <u>Manage your Account</u>



## Part 4: Terms explained

Throughout this guide, we've highlighted in blue a number of terms you may not be familiar with. Here's a list of those terms along with a definition.

#### ANNUITY

An insurance policy that uses the value of your pension pot 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 pot, your age, your health and the annuity rates available when you purchase one.

#### ASSETS

Assets are the building blocks of investment funds – they are the things that funds invest in. There are four main types of asset: shares, bonds, property and cash.

#### BONDS

Sometimes called 'fixed interest securities', Bonds are basically IOUs - a promise to pay back the original investment at a set date in the future, plus payments at regular intervals in between.

Some bonds are 'index linked', which means these regular payments increase in line with inflation. A bond issued by a company is normally called a corporate bond. Bonds are also issued by governments, with UK government bonds often referred to as gilts.

Bonds make money in two ways. As well as receiving interest type payments from the company or government, bonds can be traded in a similar way to shares. This means it may be possible to sell a bond for more or less than it was bought for.

Bonds often provide more modest returns than shares but tend to be less volatile over the short to medium term.

#### CASH

When you invest in cash, you are investing in short-term deposits with governments and major financial institutions, such as banks and building societies. Although your pension savings may not grow by very much when it's invested in cash, investing in cash can be useful.

For example, investments held in cash are very secure. What's more, the value of investments in cash tend to be far more stable than investments in other types of asset. Cash can be a useful investment option to preserve the value of your pension pot as you get close to your selected retirement date.

#### DEFAULT INVESTMENT OPTION

The default investment option is an investment which the Trustees believe will meet the needs of most members. If you don't want (or feel unable) to make your own investment decisions, your pension savings will automatically be invested in the default option.

#### DERIVATIVES

An investment whose characteristics and value depend upon the characteristics and value of one or more other assets or indices, typically a commodity, bond, equity or currency.

Examples of derivatives include contracts for difference, futures and options.

## Terms explained

#### EQUITIES

See 'shares'.

#### **FIXED INTEREST**

See 'bonds'.

#### FUND

Your pension savings are invested in one or more investment funds.

A fund is an investment that pools together the money from many individuals. Fund managers then use it to invest in a wide range of assets. Each investor is issued with units, which represent a portion of the holdings of the fund.

#### GILTS

These are bonds issued by the UK Government. For more information please see 'bonds'.

#### LIFESTYLE PROFILE

A lifestyle profile is an investment strategy that offers the potential to grow your pension savings over the long term.

In most cases it will normally move your pension savings into different funds as you approach your selected retirement date or target a specific objective such as:

- buying a guaranteed income (an annuity)
- taking cash
- taking flexible income (drawdown).

To find out more about the advantages and disadvantages of investing in a lifestyle profile, please see the 'What is a lifestyle profile' section.

#### **PENSION POT**

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

#### PROPERTY

In investment terms, property means commercial property such as offices, shops, warehouses, factories and other business buildings. Investors in property look to make money in two ways: from rent paid by tenants and from rises in the value of the property itself. Property can offer good prospects for long-term returns but property prices can fall too - particularly in the short term.

#### SELECTED RETIREMENT DATE

Your selected retirement date is the date you will take your benefits from the plan and can be any time from age 55.

This date is automatically set by the scheme when you join. Should you wish to change this date, you can do so at any time.

#### SHARES

Shares, also known as 'equities', are where you buy a small part of a company. If the company is seen to be successful, their shares may be in high demand, pushing up the share price.

Share values can go up and down a lot in the short term but can offer long-term growth potential. Shares are suitable for medium to long-term investments – that's to say at least five years, preferably longer.



### **Terms explained**

#### TRUSTEES

The current Trustees are Legal & General Trustees Limited, 20-20 Trustees Limited, BESTrustees Limited and LawDeb Pension Trustees.

The Trustees are responsible for the management and administration of the plan in accordance with the formal documents that govern the plan and relevant UK legislation.

They are also responsible for the safekeeping of the money and investments belonging to the plan.

#### UNITS

All investment funds are divided into units. Contributions are used to buy units in the funds you have chosen at the price applicable on the day we invest your money.

The price of units can rise and fall. The total value of your pension savings can be calculated by multiplying the number of units you hold by the price of each unit.

#### VOLATILITY

A fund can go up or down in value.

The extent to which its value might change, and how often, will determine whether it's regarded as having high, moderate or low volatility.

For example, the value of a fund that invests in shares can change by a relatively large amount on a daily basis. This type of fund is regarded as having high volatility.

The value of a cash fund, however, is likely to change by only a relatively small amount over a number of months. This type of fund is regarded as having low volatility.

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