April 2024

Kingfisher Pension Scheme Member Booklet

The Kingfisher Pension Scheme (the KPS) has been set up by the Company to help you save for your retirement.

Kingfisher

SAVING FOR YOUR FUTURE

Legal & General

Introduction

The Kingfisher Pension Scheme (the KPS) has been set up by the Company to help you save for your retirement.

By joining the KPS you are making a valuable saving towards your retirement and receiving additional help from your employer through the contributions that it makes into the KPS for you.

As an employee, you can join the KPS at any time. However, once you have worked for the Company for three months, you will be automatically enrolled into the KPS if you meet certain criteria, as explained on page 5.

You could rely on State benefits, but they are unlikely to provide you with the income you would want to live on in retirement. We have tried to make this member booklet easy to follow so you can decide whether joining the KPS is right for you. Words that begin with capital letters have special meanings, and are explained on pages 26 and 27. You need to read this member booklet so that you understand what you are committing yourself to by joining the KPS and then keep it safe for future reference.

This member booklet is effective from 6 April 2024 and is only intended to be a guide to your pension. Full details of how the KPS works are contained in the Trust Deed and Rules – the legal documents governing the KPS. In the event of any inconsistency between this member guide and the Trust Deed and Rules, the terms of the Trust Deed and Rules will apply.

Contents

How does the KPS work?

The KPS is a Trust based occupational scheme which has a 'money purchase' or 'defined contribution' section. This section applies to where money is paid in by you and the Company.

This pension savings are in your name and you can choose where you would like it to be invested from the options that are available.

At retirement, 25% of your pension savings can normally be taken tax-free; anything not taken in that way must either be used to buy an Annuity or can be used to provide an additional, taxable, cash sum. Alternatively, you can transfer to a registered pension arrangement that provides access to flexi-access drawdown (this means you can take a number of cash lump sums).

The value of your retirement benefits will depend on the amount of contributions paid, any cost of exercising any right to transfer the benefits, any charges payable, the age at which you access the benefits, the performance of investments and any cost of converting your pension savings into an annuity.

The Trustee has appointed Legal & General to administer the KPS and to provide access to the investment funds on behalf of the Trustee.

Please note that it is your responsibility to make sure you are saving enough for your future by reviewing how much you are paying into the KPS and how your investments are performing.

You should remember that the value of an investment may go down as well as up and if investments go down, the value of your pension savings may be less than the contributions you have made.

The main benefits of being in the KPS are:

- it's a tax-efficient way of saving for your retirement
- the Company makes a contribution to your pension savings
- you can make your own investment choices from the range of funds on offer
- the KPS is set up as a trust which means that all the money held within the KPS is completely separate from Company finances
- death in service lump sum of 4 x Salary.

How do I join?

You can join if you are a full-time or part-time employee, and are over age 16. There is no upper age limit on joining the KPS.

The Government has introduced legislation which means that all companies in Great Britain and Northern Ireland are now required to automatically enrol certain employees into a qualifying workplace pension scheme, which meets certain minimum legal standards.

The KPS is a qualifying pension scheme and in fact exceeds the Government's minimum standards.

You will automatically be enrolled into the KPS if you meet all of the following criteria,

- you have worked for the Company for three months;
- you are aged 22 or over;
- you are under State Pension Age;
- you work or usually work in Great Britain or Northern Ireland;
- you earn at least £10,000 per year (£833 per month).*

If you do not meet the criteria for automatic enrolment, or wish to join before you are automatically enrolled, you may still join the KPS on a voluntary basis at any time. Simply complete the online Joining form (or download a paper copy) available from **legalandgeneral.com/kingfisher**

Can I have a personal pension as well?

Yes you can but the Company will only contribute to the KPS.

Can I transfer pension benefits into the KPS?

It is usually not a problem for the KPS to receive a transfer from another pension arrangement, although Trustee consent is needed. If you want to do this you can use Legal & General's free pension transfer service, provided by **My Future Now**

Please note that you in order to transfer other pensions into the KPS, you must be an actively contributing member. We recommend that you seek independent financial advice before deciding to go ahead with any transfer.

Keeping track of your pension

Once you've joined the KPS and made your first contribution, you will become what is called an active member. Legal & General will then send you a member certificate containing all your pension policy details.

You will also be able to access your online account service. Your online account allows you to review your contributions, where you're investing your pension savings and how well those investments are performing.

You will also be sent an annual benefit statement which will show what contributions have been paid into your pension savings, your investment return and an estimated forecast of the potential pension you might receive when you retire (based on today's money).

*Earnings criteria at date of publication.

Contributions into the KPS

What do I contribute to the KPS?

You must contribute a minimum Member Contribution of 5% of your Basic Pay each month into the KPS which will be matched by the Company.

Remember, if you're a tax-payer the real cost to you is less than you think because you receive tax relief on your contributions.

You may wish to pay a higher contribution and receive higher Company contributions. You can change your Member Contributions at any time and can do this by logging into your online account and completing the online Change of Contributions Form.

Alternatively, you can download the form from **legalandgeneral.com/kingfisher**

The table below shows the Company and Member Contribution rates.

In most cases, after you have been a member of the KPS for three months, your contributions will paid through SMART Pensions.

What is SMART Pensions?

SMART Pensions is an alternative and often more cost effective way of making contributions to the KPS. An arrangement introduced by the Company on 1 July 2012, SMART Pensions aims to save you and the Company National Insurance contributions (NI).

By participating in SMART Pensions, most active members of the KPS reduce the amount of NI they would otherwise pay and therefore increase their take-home pay. However, a small number of members might not benefit from SMART Pensions, and if you're in this group, you'll be automatically excluded from SMART Pensions.

You also have the option to opt-out of SMART Pensions by completing a SMART Pension opt-out form. This is available from **legalandgeneral.com/kingfisher**

If you choose to opt-out or are automatically excluded from SMART Pensions, your Member Contributions will be made via the Non-SMART Pensions arrangement as illustrated on page 7.

5 reasons why SMART Pensions may be good for you

- In many cases you pay less NI so your take home pay goes up and your income tax is not affected.
- Your KPS benefits build up in the same way.
- Death benefits remain the same.
- Your pay reviews, bonuses, allowances, commission, overtime and mortgage references are not affected.
- Your basic State Pension will not be affected.

You wish to pay	The Company will pay	Total Payment
5%	5%	10%
6%	6%	12%
7%	10%	17%
8% or more	14%	22%

How does SMART Pensions work?

This is how SMART Pensions works:

- Once you have been an active member of the KPS for three months, you stop making Member Contributions into your KPS pension savings.
- The Company pays an amount equal to your Member Contributions directly into your pension savings.
- In return, the Company reduces your Basic Pay by an amount equal to the Member Contributions it makes on your behalf.
- This means in many cases you pay less NI so your take home pay increases.
- The Company continues to pay its usual Company Contribution.

Put simply, the same amount of money goes into your pension savings for you and in many cases both you and the Company pay less NI contributions.

Non-SMART Pensions

Annual basic pay: £25,000*

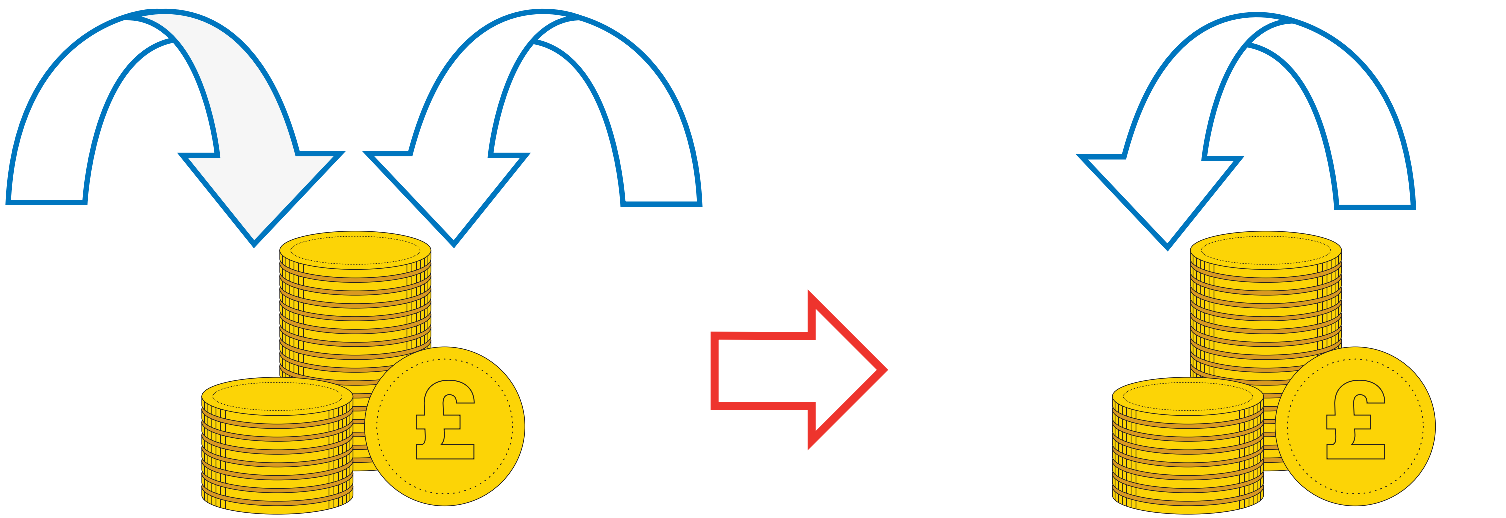
Member contribution £1,250 pa

Company contribution

SMART Pensions

Basic pay: £25,000
(used for all Company salary-related benefits)

Contractual base salary: £23,750



Non-SMART Pensions:

Pension: £1,250

+ Company contribution into your KPS-MP Retirement Account

NI on contributions

Company contributes

£1,250 + Company contribution

SMART Pensions:

Pension: £1,250

+ Company contribution into your KPS-MP Retirement Account

No NI on contributions

*Note: For the purposes of the above example, annual basic pay is assumed to equal annual pensionable salary.

Can I contribute more into the KPS?

Yes in addition to increasing your Member Contributions, provided the Trustee agrees, you can choose to pay Additional Voluntary Contributions (AVCs) as a fixed monetary amount or can make single one-off contributions. Your AVCs will not be matched by the Company. Your AVCs are added to your pension savings and invested in the same way as your other contributions.

You can contribute as much as you like towards your pension whether in the KPS or any other registered pension scheme but there is a limit to the tax relief available. This is known as the Annual Allowance and is explained in the Tax Information section.

You can change or increase your contributions at any time. You can do this by logging into your online account and completing the online Change of Contributions Form. Alternatively, you can download the form from **legalandgeneral.com/kingfisher**

Contributions and family leave

If you take maternity, paternity or adoption leave, you will continue to be an active member of the KPS.

For as long as you are being paid by the Company, even if you are being paid less, the Company will continue to pay Company Contributions to the KPS based on the Basic Pay that you would receive were you working normally. Your own contributions are based on the actual Basic Pay you receive during this time.

Any death benefits that become payable whilst on family leave would still be based on the Salary you would receive were you working normally.

Contributions and other leave

For any leave other than family leave, you will continue to be an active member of the KPS.

For this period all contributions paid into the KPS by both you and the Company will be based on the actual Basic Pay that you receive.

Any death benefits that become payable whilst on other leave would still be based on the Salary you would receive were you working normally.

Where can I invest?

On joining the KPS your pension savings will be invested into Lifestyle Cash Target, which is the default fund for the KPS. See page 11 for further details.

You can, however, change where you invest your pension savings at any time.

Choosing where to invest your pension savings is a very important decision, as the amount of pension you could receive in retirement will partly depend on the investment returns achieved.

Bear in mind that this is a long-term investment as it could be over 40 years before you access the money in your pension savings. It is important to review your investments periodically, especially if your circumstances change. You may change your investment choice at any time.

Investments are all about trying to make the most of your savings and balancing the risk of investments going down with the potential reward of the investments doing well. Different investment types have different levels of potential risk and reward. Usually, funds with more potential for growth carry more risk.

All investment funds carry risk which can include:

Investment: the risk that the value of your investments will fall in value. The longer there is until you retire, the less concerned you may be about short-term falls in your investments and therefore you may be more willing to take a higher investment risk for the opportunity of a higher return.

Opportunity cost: the risk that you may miss out on potential returns by investing in lower risk funds, at a time when you could consider taking a greater investment risk. This may lead to a smaller pension. For example, if a member is fully invested in a money market or cash fund, the downside is potentially limited but so is the growth.

If that member had a long time before retirement it could be argued that he/she is missing out on the growth that could be achieved through investing in a fund which targets a higher return by taking on greater volatility, because of the impact of opportunity cost risk.

Inflation: the risk that your investments will not grow at the same pace as inflation. If your investment returns are lower than inflation then the value of your pension savings falls in ‘real’ terms. This could happen if you invest in lower risk funds which may produce lower returns.

Conversion: when you retire, you may want to buy an Annuity with the funds in your pension savings. The cost of buying an Annuity fluctuates and moves broadly in line with the price of bonds. You can help protect against this risk by investing in funds that invest in bonds as you approach retirement.

You have a number of choices for where to invest your pension savings. You can:

A. Invest in one of the Lifestyle options

or

B. Invest in one or more of the individual funds available

When you join the KPS you will be able to access your online account where you can change your investments, review your fund value and see what contributions have been paid in. You can also call Legal & General directly if you wish to make a change (please see 'Who to contact' section).

Please note that, by law, neither the Trustee, the Company, nor Legal & General can advise you on your investment choices. It should also be noted, that the default fund may not be the most appropriate investment choice for all members. If you are in any doubt about how you want to invest your pension savings we recommend that you seek advice from an independent financial adviser. You can find a local independent financial adviser by contacting IFA Promotions at **unbiased.co.uk**

Charges

We want to help you make the most of your pension savings so we've negotiated administration and investment charges to help.

The total expense ratio, or TER, represents the total cost associated with investing in the fund. Some elements of the TER will be deducted directly from your Retirement Account, other elements will be deducted from each investment fund and is reflected in the unit price.

The TERs are shown on page 15. The TER can change from time to time, so make sure you keep an eye on how much it is and whether the fund you're in is still right for you. You can do that by looking at the fund factsheet for each investment. You can find links to these on page 15.

A. Lifestyle options

Lifestyling involves moving your investments automatically from higher to lower risk funds the closer you get to retirement.

This is done to try to protect your pension savings from the ups and downs of the stock market in the run up to retirement.

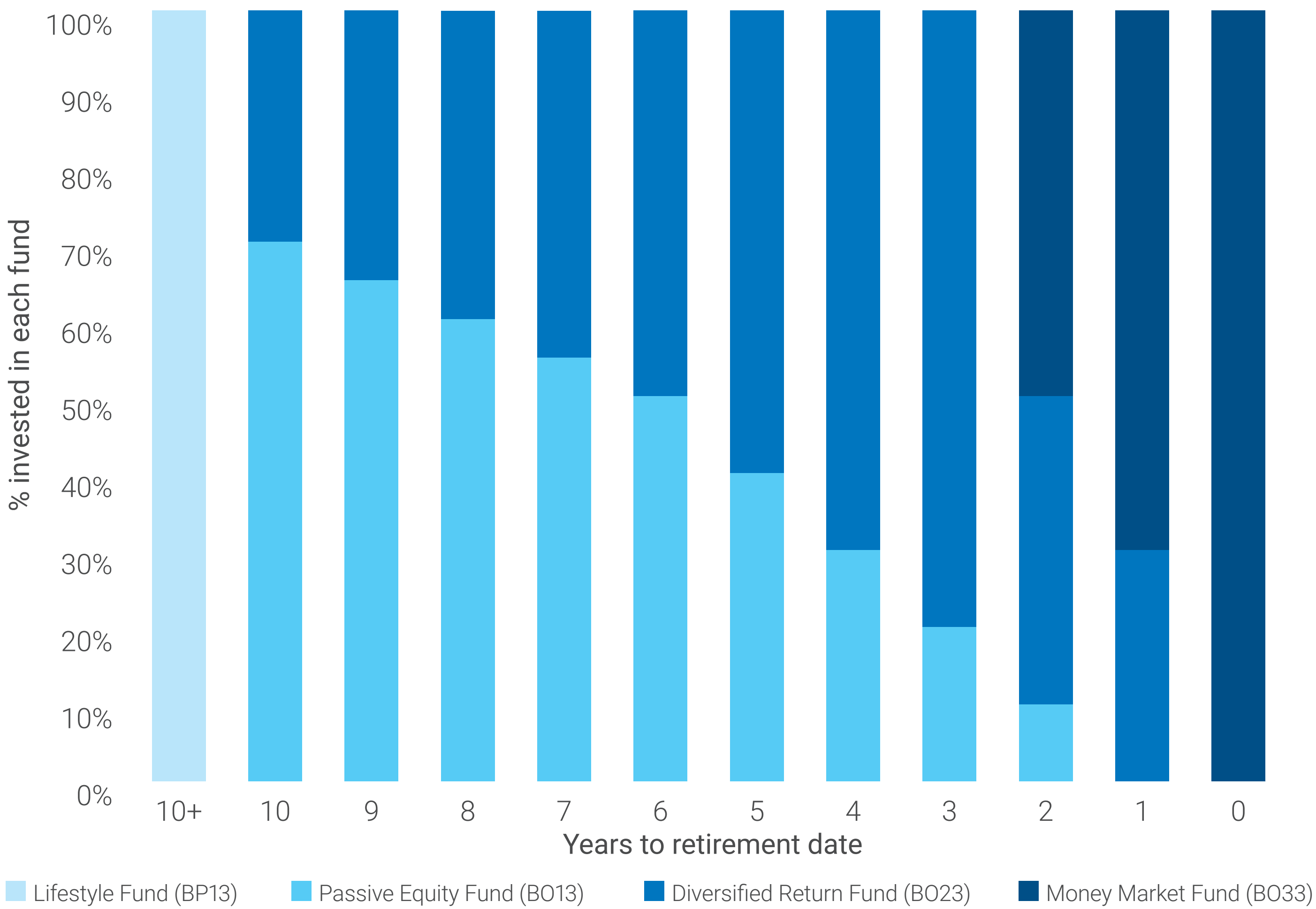
Moving your investments is done automatically for you free of charge and assumes that you will be retiring at your Selected Retirement Age. So, if you invest in this option and are not planning to retire at this age you will need to change your Selected Retirement Date online or by contacting Legal & General.

There are three Lifestyle options for you to choose from. The differences between them relate to when the transition is made from higher risk to lower risk funds, when the transition starts and what the lower risk funds invest and end in – see opposite.

The charges that apply to the Lifestyle options will change as your money is moved between investments.

You can see the charges that apply to each of the underlying funds that make up the Lifestyle on page 15.

Lifestyle Cash Target (the KPS default fund)



There are three Lifestyle options for you to choose from. The differences between them relate to when the transition is made from higher risk to lower risk funds, when the transition starts and what the lower risk funds invest and end in.

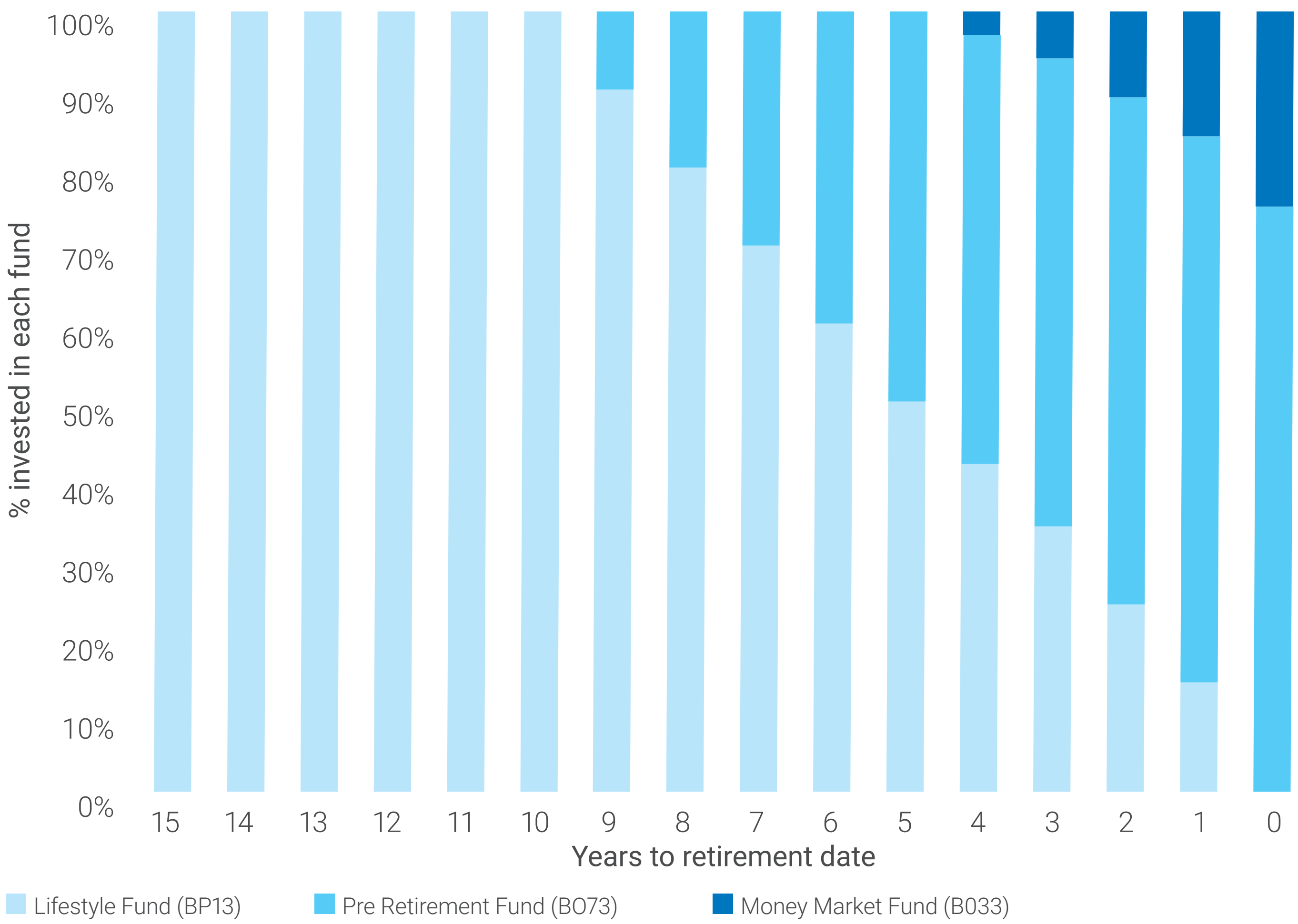
The funds that the Lifestyle options invest in are:

- Passive Global Equity (inc. UK) Fund
- Diversified Return Fund
- Pre Retirement Fund
- Lifestyle Fund*
- Money Market Fund

The charges that apply to the Lifestyle options will change as your money is moved between investments. You can see the charges that apply to each of the underlying funds that make up the Lifestyle on page 15.

* The Lifestyle Fund is made up of 70% Passive Global Equity (inc. UK) Fund and 30% Diversified Return Fund (please see page 15 for more details on these funds). The overall charge for investing in the Lifestyle Fund is 0.41%, and the cost of investing in the lifestyle profile reduces in the approach to retirement.

Lifestyle Annuity Target



If you choose one of the Lifestyle options, all of your pension savings in the KPS will be invested in this way and you will not be able to choose any other investment funds. You can, however, switch out of Lifestyle at any time.

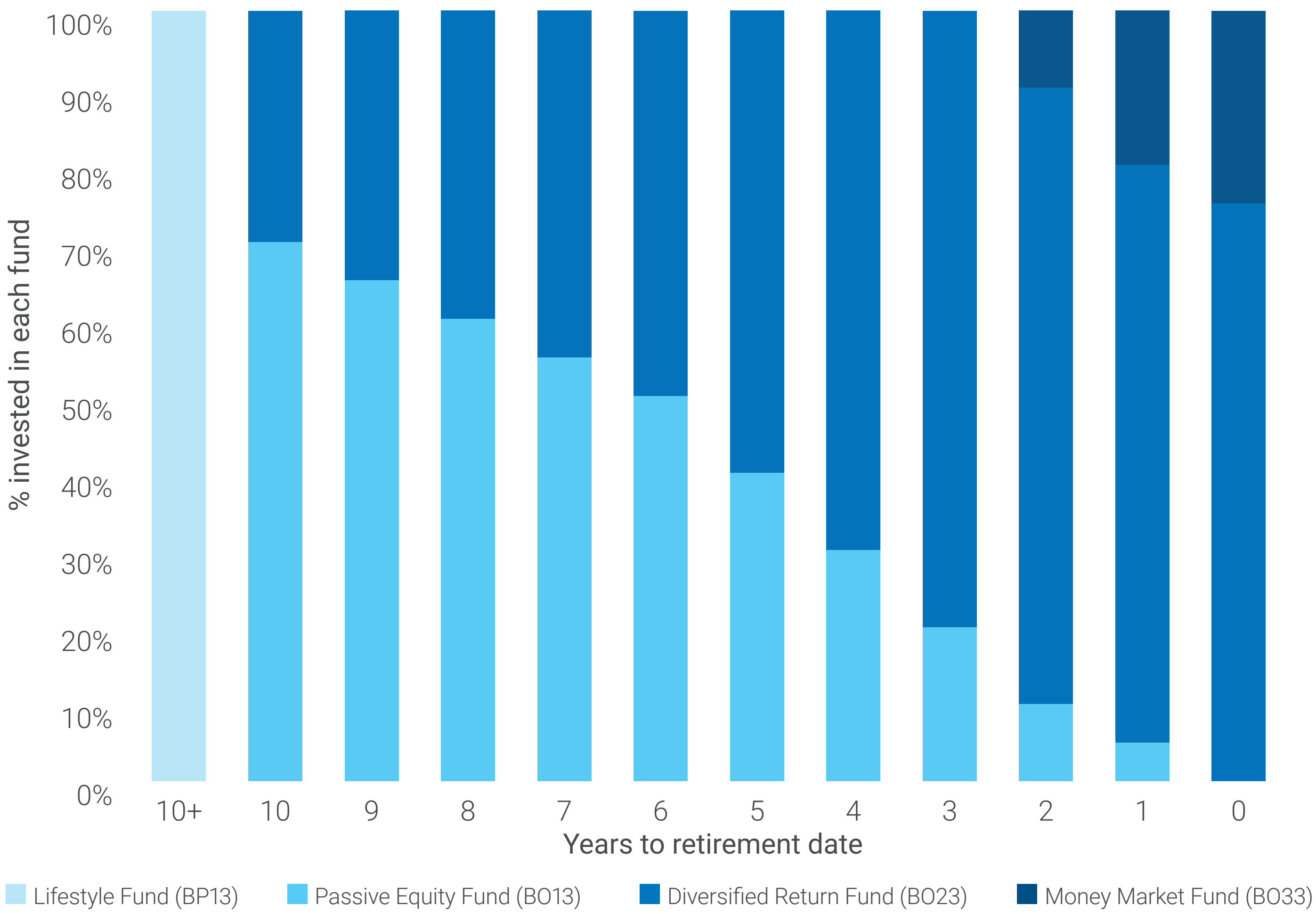
A Lifestyle Option will automatically move your pension savings into lower-risk funds as you head towards your Selected Retirement Age. Lifestyle options are designed to suit the needs of most members saving for their retirement, and so you may find it is not suitable for your particular needs. It may also not meet the attitude to the risk you are prepared to take and return you expect.

Lifestyle options work towards your Selected Retirement Age. If you decide to take your benefits before or after that age then it is not working towards your actual retirement date, as funds may not be switched at the right time.

So if you do choose stay in the default fund, remember to keep your Selected Retirement Date updated.

* The Lifestyle Fund is made up of 70% Passive Global Equity (inc. UK) Fund and 30% Diversified Return Fund (please see page 15 for more details on these funds). The overall charge for investing in the Lifestyle Fund is 0.41%, and the cost of investing in the lifestyle profile reduces in the approach to retirement.

Lifestyle Drawdown Target



* The Lifestyle Fund is made up of 70% Passive Global Equity (inc. UK) Fund and 30% Diversified Return Fund (please see page 15 for more details on these funds). The overall charge for investing in the Lifestyle Fund is 0.41%, and the cost of investing in the lifestyle profile reduces in the approach to retirement.

Please note that whilst you are invested in the Lifestyle option, you cannot invest your pension savings account in the Self-Select funds available. If you wish to invest in one or more of the Self-Select Funds, you can do so at any time but will need to cease investing in the Lifestyle option.

B. Investing in a mix of funds

There are two different approaches to investments.

Passive management

(Also known as index tracking) aims to reduce the risk of poor share selection in individual companies and instead invest in most of the companies within a market/ index (e.g. the FTSE All-Share Index). In this way they aim to deliver returns that are close to the overall market returns.

Active management

aims to use analysis of the markets to achieve above-average returns. The investment manager will do this by choosing shares that are either undervalued (to buy) or overvalued (to sell) and choosing the right time to do this. Actively managed investments have the potential to bring in higher returns than passively managed investments but they also carry a higher risk of underperforming if the investment manager's decisions prove unsuccessful. Actively managed funds usually incur higher charges.

The table on the following page shows you the investment options you have with the KPS, whether they are passively or actively managed and where each fund invests. The funds available may change in the future.

Fund name	Asset class	Investment approach	Fund description	You may want to invest in this asset class if you are concerned about	Total Expense Ratio (TER)
Passive Global Equity (inc. UK) Fund	Global Equity	Passive	This fund invests in a combination of funds which invest in stock markets around the world. To reduce the impact of currency movements on the returns generated by the fund, 50% of its non-Sterling currency exposure is hedged back to Sterling. The underlying funds favour investments in companies which are less carbon-intensive and have stronger environmental, social and governance (ESG) credentials.	Opportunity cost, inflation risk	0.43%
Diversified Return Fund	Multi-Asset	Passive	The investment objective of the fund is to provide long-term investment growth through exposure to a diversified range of asset classes (excluding physical property) while reflecting significant environmental, social and corporate governance (ESG) issues into the fund's investment strategy.	Opportunity cost, inflation risk	0.35%
Pre-Retirement Fund	Corporate Bond & Fixed interest	Passive	The Fund aims to improve potential outcomes for investors likely to purchase fixed annuities by providing a diversified exposure to assets that reflect the broad characteristics of investments underlying a typical traditional level annuity product, incorporating Environmental, Social and Governance ("ESG") considerations as part of the investment strategy. The Fund cannot provide full protection against changes in annuity rates for individual members as these also depend upon a number of other factors (e.g. changes to mortality assumptions).	Conversion risk	0.28%
Pre-Retirement Inflation Linked Fund	Index-Linked	Passive	The Fund aims to improve potential outcomes for investors likely to purchase inflation-linked annuities by providing a diversified exposure to assets that reflect the broad characteristics of investments underlying a typical inflation-linked annuity product, incorporating Environmental, Social and Governance ("ESG") considerations as part of the investment strategy. The Fund cannot provide full protection against changes in inflation-linked annuity rates for individual members as these also depend upon a number of other factors (e.g. changes to mortality assumptions).	Conversion risk	0.28%
Money Market Fund	Cash	Active	This fund aims to provide a high level of security by investing in short-term money market instruments and fixed deposits. While this is a low risk fund, no investment strategy is without risk. As such there is a small chance this fund could have a negative return.	Conversion risk	0.29%
Ethical Fund	Global Equity	Active	This fund invests in shares of companies that meet a set of ethical criteria.	Opportunity cost, inflation risk	0.93%
Shariah fund	Global Equity	Passive	This fund invests in shares of companies around the world whose practices are consistent with Shariah principles.	Opportunity cost, inflation risk	0.54%
Emerging Markets Fund	Global Equity	Active	This fund invests in shares of overseas companies located in developing countries.	Opportunity cost, inflation risk	1.11%
Property Fund	Property	Active	The fund aims to get the best return from a portfolio of first class freehold and leasehold interests in commercial and industrial property.	Opportunity cost, inflation risk	1.76%

Some of the investment terms explained

Equities are shares in companies traded on stock markets in the UK or overseas.

They are affected by rises and falls in their respective markets and their value can go up or down on a daily basis.

Historically investment in equities has produced the best returns in the long term. An equity fund can invest in many different companies (and the global funds in different countries) and in several business sectors.

Gilts are Government bonds – loans issued by the Government where the Government borrows an amount of money for a specific fixed period. Interest is paid on the amount borrowed and the capital is repaid at the end of the fixed period. They rise and fall in value over their lifetime, but the price of gilts moves in a similar way to the cost of buying a pension and so they are useful in protecting the purchasing power of your pension savings in the run up to retirement.

There are two types of gilts: fixed interest where the interest and capital repayment are fixed in pound amounts; and index-linked gilts where both interest and capital repayments move in line with the price of goods as measured by the retail prices index.

Corporate bonds are loans issued by companies or non-government agencies and work in the same way as gilts, although they tend to give a slightly higher return than gilts as the risk of companies failing to repay the loans is higher. They rise and fall in value over their lifetime, but the price of corporate bonds normally moves in a similar way to the cost of buying a pension and so they are useful in protecting the purchasing power of your pension savings in the run up to retirement.

Money market funds invest in short-term money market instruments and fixed deposits. They are expected to provide lower returns over the long term than equities or gilts. Whilst money market instruments are low risk, no investment is without risk and as such there is small chance these funds could provide a negative return.

Property involves investing in UK offices, retail and industrial properties where the return is generated from rental income and the upward or downward price of property.

Shariah funds are designed to offer investors the opportunity to invest in a manner which is consistent with Islamic Shariah principles in line with the Dow Jones Islamic Titans 100 Index. The fund invests in company shares from around the world.

Ethical funds are those that limit their investments to securities of firms meeting certain social standards. For example, an ethical fund might exclude securities of companies that are known to practice discrimination, that operate in poor labour or social standards, or that produce specific products.

An alternative investment is a product other than traditional investments such as equities, bonds or cash.

This term encompasses any non-traditional asset class, and could include investment vehicles such as venture capital, hedge fund beta (which seeks to replicate the return you may generate from hedge funds), private equity, infrastructure and hedge funds.

Please note, the Trustee has the power to change the investment options including the default fund, offered by the KPS.

What do I get in retirement?

The KPS has been designed around a Normal Retirement Age of 65 with a default Selected Retirement Age matching your State Pension age.

However, you can take your pension from the KPS after age 55 provided the Trustee and the Company consent.

You do not have to stop working for the Company in order to take your pension from the KPS. This is called flexible retirement, but is subject to the consent of both the Trustee and Company.

Your options are:

Take your whole pension savings in one go

You can take the whole amount in one go. Normally a quarter can be taken tax-free – the rest will be taxed as income. If you're considering this option, you may need to think about how you'll provide an income for the rest of your lifetime.

Get a regular income

You can use all of your pension savings to buy a lifelong, regular income – also known as an Annuity. You can choose a regular income that increases with inflation and/or continues to provide an income for a dependant after your death.

You can also normally choose to take a quarter of your pension savings as a tax-free cash payment and use the rest to buy a regular income. This will be treated as taxable income.

You can purchase an annuity through any provider on the open market. You should always compare the various quotations to make sure the annuity is right for you.

How much pension you receive from your Annuity will depend on:

- the value of your pension savings at the time you retire
- the cost of buying an Annuity from an insurance company
- the type of Annuity you buy
- your age when you buy your Annuity – generally the younger you are when you retire, the less you will receive.

Flexible Income

You can spread the withdrawal of your pension savings over a period of time. If you would like to take your pension savings in this way you will need to transfer out of the KPS in order to do so.

Different providers offer different products which have different benefit options at retirement and you should check the product you choose is appropriate for your personal circumstances and it is recommended that you take independent financial advice.

Legal & General provide a product called a "Mastertrust" from which drawdown is available. If you would like to transfer to the Legal & General Mastertrust or would like more information about this option you can go to **legalandgeneral.com/pensionaccess** for further details.

The above is subject to legislative requirements. How much is in your pension savings when you retire will depend on the amount of contributions that have been paid into the KPS over the years and the level of investment returns achieved.

Take your whole pension savings as cash in one go

You will have the option of taking all your pension savings as cash, where usually 25% will be tax-free and the remainder will be liable for income tax. On average, people aged 55 today will live to their mid-to-late 80s. It's important not to underestimate your own life expectancy. People considering this option should think about how to use the money to provide an income throughout retirement.

There will be tax implications if an entire pension pot is taken as cash in one go. These will depend on an individual's personal circumstances. In most cases there will be a tax-free amount available (normally 25%).

People considering this option should consider their own personal tax circumstances, and the impact of taking a taxable lump sum on the tax they pay – including the possibility that they may have to pay a higher rate of tax than normal.

How you buy an Annuity

You have a choice about who provides your retirement income when you retire. You can either use the Trustee's appointed independent firm or your own independent adviser to help you shop around to choose the Annuity that best suits your needs.

Shopping around using what's called the open market option helps you to:

- find out how the cost may vary between different providers
- identify different features which may help you find the Annuity that best suits your circumstances
- potentially find a higher Annuity if you are in poor health or if your lifestyle may affect the cost of the Annuity. If you suffer from high blood pressure, high cholesterol, diabetes, are overweight or a smoker (or suffer from any of a large number of other conditions), you may be able to benefit from better rates. Shopping around will help to identify the highest income for your circumstances.

Using the open market option to shop around could make a big difference to the pension that you end up receiving.

The Trustee has appointed an independent firm to help you find the most competitive quote for buying an Annuity on the open market. Alternatively, you could go to an independent financial adviser of your own choice.

The Trustee's chosen annuity bureau will automatically contact you close to your Selected Retirement Age to provide you with some open market options.

Whichever way you choose to buy your Annuity, you will have a choice about what type of pension you want to receive.
You could:

- take all of your pension savings in the form of a pension
- take up to 25% as a Pension Commencement Lump Sum and the rest as a pension
- take a pension that increases each year
- have a guaranteed minimum payment period for your pension so that your pension is paid for a minimum number of years even if you die within that period, or
- provide a pension for your spouse, civil partner or any dependants after your death.

Once you have bought an Annuity with an insurance company you will cease to be an active member of the KPS. The relevant insurance company will be responsible for providing your benefits.

Tax considerations

The Lump Sum Allowance is the maximum value of pension benefits that you can accumulate without incurring a tax charge. If the value of your benefits from all sources (i.e. other pension arrangements as well as the KPS) is above the Lump Sum Allowance, the excess will be subject to additional tax. If you think this is likely to apply to you, you should seek independent financial advice.

Once your pension is being paid the income is taxable as earned income.

For further information refer to the section on tax information on page 23.

Choosing your retirement options

You do not have to make any decisions now. When you come to take your benefits on retirement, these options will be provided and explained to you in more detail and you will receive further information about your options from Legal & General and our chosen annuity bureau.

State Pension

The State Pension will be a regular payment from the government that you can claim if you reach State Pension Age on or after 6 April 2016.

You'll be able to get the new State Pension if you're eligible and:

- a man born on or after 6 April 1951
- a woman born on or after 6 April 1953.

If you reached State Pension age before 6 April 2016 rules, you'll get the State Pension under pre 5 April rules instead.

You'll usually need at least 10 qualifying years on your National Insurance record to get any State Pension. They don't have to be 10 qualifying years in a row.

To receive the full State Pension you will usually need to have 35 qualifying years of National Insurance.

Full and further information about the State Pension can be found at **gov.uk/new-state-pension**

State Pension Age

State pensions are payable from State Pension Age, which until recently was 65 for men and 60 for women but which is set to increase for both. This change will be phased in by 2020. The Government plans to raise State Pension Age further over the following years, to 68.

You can find out your State Pension Age by using the online calculator at **gov.uk/calculate-state-pension**

State pension forecast

You can obtain an estimate of your State pension entitlement by completing Form BR19, available from your local Benefits Agency.

You can also apply for a State pension forecast by telephone **0800 731 0175**, or online at **gov.uk**

Pension Wise from MoneyHelper

This free and impartial service helps you understand your options for using your pension pot, so you can choose the right one for you.

Provided by MoneyHelper, a government organisation, it offers clear and simple guidance online or over the phone.

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

What happens if I die?

Before you retire

The value of your pension savings will normally be paid as a lump sum to your beneficiaries. Although, in some cases the Trustee may instead use it to provide pensions for them.

In addition, should you die whilst still working for the Company, and whilst an active member of the KPS, your beneficiaries will receive a lump sum of 4 x your Salary.

Your beneficiaries for this purpose are chosen by the Trustee. The Trustee can choose from a wide range of people including:

- your family and their spouses
- your dependants
- a cohabiting partner
- anyone with an interest in your estate and anyone specifically nominated by you in writing – you can use a Beneficiary Form for this purpose.

It's important to fill in a Beneficiary Form when you join the KPS and keep it up to date so that the Trustee knows who you would like the lump sum benefit to be paid to. The Trustee will take into account those you put on the form, but is not obliged to follow your wishes. This form can be printed from the Trustee's website **legalandgeneral.com/kingfisher** or you can complete an online form by logging onto your online account.

Lump sums will normally be paid tax-free.

After you retire

This will depend on the type of option you choose when you retire. For example, providing a pension on your death for your spouse, civil partner or other dependant.

Full details on these options will be given to you when you retire.

What happens if I leave?

Leaving the Company

If you leave the Company before reaching Normal Retirement Age then your pension savings will be left invested in the Scheme for future payment.

You also have additional options.

You can transfer your benefits in the KPS to another registered pension scheme.*

If you are over the age of 55, you may retire from the KPS, subject to the Trustee and Company consent.

Please note, if you joined the KPS before 1 October 2015, and have less than 2 years membership, you can take a refund of the value of your Member Contributions paid via the Non SMART Pension arrangements, less tax.

The Trustee may transfer your benefits in the KPS into an individual policy with Legal & General in the future, and you will no longer be a member of the KPS (this will not occur until 12 months after you have left).

If your benefit is transferred to an individual policy with Legal & General, Legal & General will become responsible for all matters relating to your benefits. The rules and options for taking your benefits will reflect the rules and options under the KPS.

The Trustee carries out these transfers from time to time, and will notify you in advance if a transfer of your benefits is proposed. You can expect to receive details explaining your options shortly after you leave the Company.

Transferring Out

One you have become a deferred member, you have the option of transferring out your benefits to a registered pension arrangement.

You can transfer your benefits to:

- your new employer's pension arrangement;
- to an insurance company/provider; or
- to another registered pension provider of your choice.

Generally, the Trustee will allow you to transfer to most registered pension schemes, however the Trustee will require certain pieces of information before proceeding with the transfer. If the receiving scheme cannot provide this information the transfer may not proceed.

Opting out or leaving the KPS but not the Company

You can opt-out of the KPS by giving notice to the Trustee.

Simply contact Legal & General on **0345 026 4179** and they'll explain the next steps to you.

Please note under the Automatic Enrolment legislation, the Company must automatically re-enrol you into a workplace pension arrangement between 6 months and three years of your opt-out date if you continue to meet the eligibly criteria. Further information regarding Automatic Enrolment and how this may impact you should you opt-out is available on **legalandgeneral.com/kingfisher**

* The transfer amount will reflect the value of your chosen investments at the date the transfer is made.

If you opt-out of the KPS you will have the same options as if you had left the Company but you will not be able to take your benefits until you leave the Company (unless the Company and the Trustee agree).

Please note your life assurance benefits will be affected if you opt-out of the KPS. The level of life assurance will be dependent on the date you joined the Company.

- If you joined the Company on or before 30 June 2012 your life assurance benefit will be 2x Salary should you die whilst working for the Company.
- If you joined the Company on or after 1 July 2012 your life assurance benefit will be 1x Salary should you die whilst working for the Company.

If you want to re-join at a later date you may still be able to do this but you may need to provide medical information and the Company will need to agree to you re-joining. Your Company service will be retained for contribution purposes should you re-join the KPS. The Trustee or Company may change this policy in the future.

Leaving due to Incapacity

If you have to retire (at any age) due to Incapacity, you may apply to use your pension savings to buy an Annuity and/or take a Pension Commencement Lump Sum as if you were retiring normally. This is subject to the Trustee's approval and you satisfying the Scheme's definition of Incapacity. In addition, if the Trustee approves, you are still an active member of the Scheme and are below the Scheme's Normal Retirement Age, the Company will increase your pension savings by paying in an extra sum of money equivalent to Company Contributions to your Normal Retirement Date from date of ill-health retirement. However, this may be restricted if your health condition existed before you joined the KPS.

If the Scheme's medical adviser considers that you have less than 12 months to live, you may be able to receive your pension savings as a lump sum tax free, this is known as serious ill health lump sum.

Tax information

The KPS is registered with HM Revenue & Customs for tax purposes. As a result, contributions, investment returns and benefits enjoy favourable tax treatment, as outlined elsewhere in this guide.

HM Revenue & Customs has established allowances for the amount of benefits an individual can build up in a tax-efficient way in each tax year as well as over their whole working life.

Tax relief on contributions

Your pension contributions usually receive tax relief at the same rate that you pay income tax, up to the limit imposed by the Annual Allowance. The tax relief will stop once you reach age 75. Please note you will not receive tax relief on your contributions directly if you do not pay income tax.

Annual Allowance

If, in any tax year, the total payments into all your pension arrangements exceed the Annual Allowance, an annual allowance tax charge on the excess amount will be payable (except if you are covered by HM Revenue & Customs' "carry forward" option).

Please note, if your total earnings plus pension contributions exceeds £260,000 your Annual Allowance will be tapered down.

Please note managing your tax situation in relation to the Annual Allowances is your responsibility, together with the payment of any tax charges. The Company and the KPS do not have full visibility of all your pension arrangements (and in particular any other pension, external income (e.g. rental income, dividends etc.) and AVC arrangements you may have in place outside of the KPS.

Due to the complexities of these legislative changes we recommend that you seek Independent Financial Advice as neither the Company or Trustee can provide this. Or visit **gov.uk/tax-on-pension**

Tax on investments

Pension funds pay less tax than many other types of investment. Your pension savings will benefit from this tax efficiency.

Tax on retirement benefits

Under current tax legislation, if you choose to take a Pension Commencement Lump Sum upon retirement, this will be paid to you tax-free. You can normally take up to 25% of your funds as tax-free cash, subject to any allowances.

Any income that you receive in the form of a pension or cash will be taxed as earned income.

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 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.

Legal information

Divorce/dissolution of civil partnership

In such cases, the Court may take pension rights and benefits into account and may order part of your benefits to be paid to your ex-spouse or ex-civil partner. We will provide the Court with the information that they require, and we may charge for this service.

Assignment of your benefits

You may not sell or assign your KPS benefits nor may you use them as security for a mortgage or loan.

How the KPS is managed

The KPS has been set up as a trust and the Trustee is responsible for making sure the KPS is run according to the Rules. The Trustee is Kingfisher Pension Trustee Ltd (KPTL). As the Trustee is a company there must be directors, and the directors of KPTL form the Trustee Board.

The assets of the KPS are kept separate from those of the Company in order to provide security for the benefits of the KPS members and their dependants.

The KPS publishes a Report and Financial Statements on an annual basis. This is available from the Scheme's website **kingfisherpensions.com**

You will also receive an annual benefit statement which will show what contributions have been paid into your pension savings, your investment return and an estimated forecast of the potential pension you might receive when you retire (based on today's money).

Advisers

The Trustee employs the services of solicitors, bankers, auditors, investment managers and other advisers as appropriate.

Amendment or discontinuance

Although the Company intends to continue the KPS indefinitely, future conditions cannot be foreseen.

It reserves the right, therefore, to amend or discontinue the KPS at any time in the future. In the unlikely event of the KPS being discontinued, the Trustee would use your pension savings to provide benefits for you and your dependants, in accordance with the provisions of the Rules.

Data Protection Act 2018

Information about present and former members of the KPS is held by the Company and the Trustee for the purposes of administration.

The Trustee is registered as a data controller and complies with the requirements of the Data Protection Act, which allows you to check that personal details held are correct (there may be a fee to do this.) Your personal data is kept secure and only used for purposes relating to the KPS. Information may be disclosed for those purposes to the Company, the Trustee's advisers, the administrators of the KPS or insurance companies. It is important that you tell the Trustee of any changes in your personal details to ensure the information held is accurate.

Changes to this member guide

This member guide is based on current understanding of legislation, which may change in the future. The member guide may be amended from time to time to reflect changes in legislation or the Rules of the KPS.

Help and advice

Complaints

The Trustee aims to run the KPS in line with best practice, but there may be times when you are unhappy about something concerning your benefits or the KPS in general. Most queries can be sorted out informally by Legal & General who can be contacted at the address at the back of this member guide.

However, if your complaint is not resolved to your satisfaction, you may wish to consider making a formal complaint through the Internal Dispute Resolution Procedure (IDRP). Should you wish to make a complaint, you should write to the Kingfisher Group Pensions Department and request an IDRP Stage 1 Application Form. You should then outline your complaint on the form provided and return it to the Kingfisher Group Pensions Department.

Other sources of help

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 **moneyhelper.org.uk/pensionwise** or call **0800 138 3944**

The Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to an occupational pension scheme made or referred to him. However, the Pensions Ombudsman normally insists the matter is first dealt with through the KPS Internal Dispute Resolution Procedure (where available) and that you have made use of the Pensions Ombudsman's Early Resolution services.

The Pensions Ombudsman can be contacted at:

10 South Colonnade,
Canary Wharf
E14 4PU

Telephone: **0800 917 4487**

email: **enquiries@pensions-ombudsman.org.uk**

Early Resolution services at the address and phone number above
helpline@pensions-ombudsman.org.uk

The Pensions Regulator (TPR) is the body which oversees the running of pension schemes. TPR can intervene where the trustees, employers or professional advisers have failed in their duties and in certain other circumstances. You can contact TPR at:

Napier House,
Trafalgar Place,
Brighton
BN1 4DW

thepensionsregulator.gov.uk

Hargreaves Lansdown is the independent firm currently appointed by the Trustee to help you find the most competitive quote for buying an Annuity on the open market.

You can contact Hargreaves Lansdown's Retirement Service Helpline on:
0117 314 1798

or visit
hl.co.uk

Independent financial advice
You can search for a local independent financial adviser (or IFA) on the unbiased website. This website is run by an organisation that promotes independent financial advice for consumers – log on to **unbiased.co.uk**

Pensions Tracing Service
The Trustee has given information about the KPS, including details of an address at which it can be contacted, to the Pension Tracing Service. This service is run by the Department for Work and Pensions and may be of help to you if you need to contact the trustees of a previous employer's pension scheme and cannot trace them yourself.

The service may be contacted at:

The Pension Service
9 Mail Handling Site A
Wolverhampton,
WV98 1LU

Telephone: **0800 731 0193**

Website: **gov.uk/find-pension-contact-details**

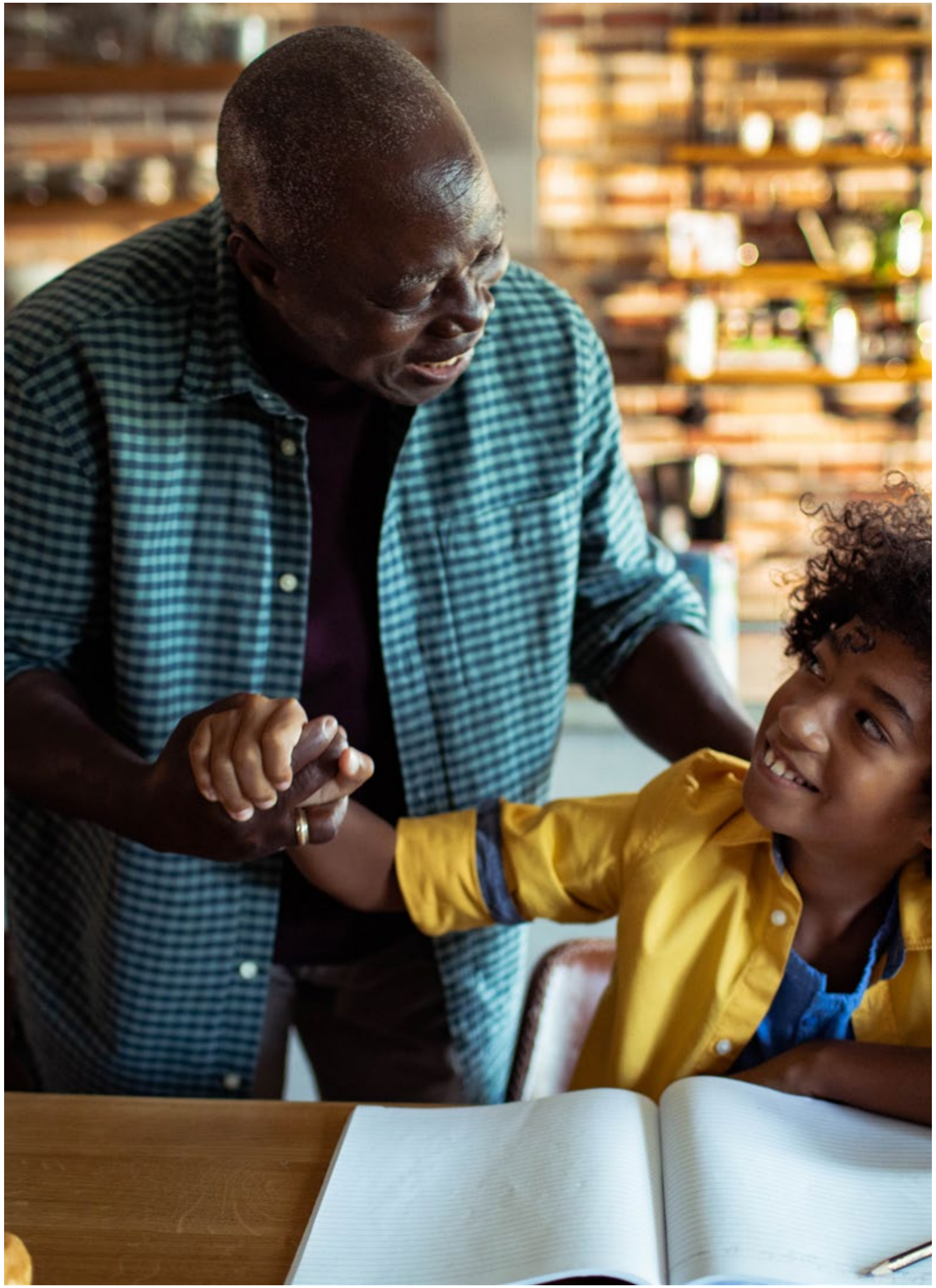
Department for Work and Pensions
The Department for Work and Pensions (DWP) provides electronic versions of all DWP leaflets, brochures, and forms via its website at **www.dwp.gov.uk**

The information is clearly explained and sets out the options for retirement funding, along with an impartial overview of all pension arrangements in existence, the benefits and suitability of each.

Tax credit helpline
For more information about whether SMART Pensions will affect your tax credits, please call **0800 731 0175**.

State Pension Advice Helpline
If you would like to find out more about the Basic State Pension or the State Second Pension, visit the 'State Pensions' pages at **gov.uk/check-state-pension**

If you wish to find out how much pension you will receive, you can obtain an online State Pension forecast at the above site. Alternatively, you can request a forecast by calling **0345 3000 168**.



Definitions

Active Member

A member of the KPS who is still employed by the Company and is paying contributions.

Additional Voluntary Contributions (AVCs)

Additional Voluntary Contributions can be paid either as a lump sum or as a set monetary amount each month to provide additional benefits when you retire.

Annual Allowance

The yearly limit set by the Government on the amount that you and the Company can pay towards your pension before you have to pay tax. For the 2024/2025 tax year the standard Annual Allowance is £60,000.

Please note, if your total earnings plus pension contributions exceeds £260,000 your Annual Allowance will be tapered down.

However, if you choose to take a flexible payment of pension benefits from the Scheme or any other pension arrangement, then your Annual Allowance will reduce to £10,000.

Annuity

A contract with an insurance company designed to provide you with regular payments in return for an initial lump sum payment. Part, or all, of your pension savings is used as this initial lump sum payment and in return the Annuity will provide you with a pension.

Automatic Enrolment

Automatic Enrolment is pension legislation which states that from October 2012, phased over a period of 5 years, eligible employees will be automatically enrolled into their employer's workplace pension scheme. Further guidance can be found at **legalandgeneral.com/kingfisher**

Basic Pay

Basic pay includes the contractual amount that is paid every month but also includes certain allowances. Further guidance can be found at **legalandgeneral.com/kingfisher**

Beneficiary Form

The form on which you tell the Trustee who you would like to receive the lump sum death benefits if you die.

Company

A company within the Kingfisher group that is a participating employer in the KPS.

Deferred Member

A member of the KPS who has either opted out or has left the Company.

Incapacity

Ill health or disability which in the Trustee's opinion, permanently prevents you from following your normal or similar employment and which seriously impairs your future earning capacity.

KPS

Kingfisher Pension Scheme.

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 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 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.

Normal Retirement Age

Your Scheme's Normal Retirement Age is age 65.

Non-SMART Pensions

Your contributions will be deducted from your gross basic pay and if you're a tax payer you will receive tax relief on your contributions.

Pension Commencement Lump Sum

A lump sum paid from your pension savings when you retire. You can normally take up to 25% of your funds as tax-free cash, subject to any allowances.

Salary

This is contractual pay and does not include commission, overtime, allowances received and bonuses. Further guidance can be found at **legalandgeneral.com/kingfisher**

Selected Retirement Age/Date

Your Selected Retirement Date is important if you have chosen a Lifestyle investment option. It will be assumed to be your anticipated State Pension Age. If you are aged above your State Pension Age we will assume your Selected Retirement Date as one year from your next birthday.

However, you can choose and change your own Selected Retirement Age at any time, if you wish.

State Pension Age

The age at which you can receive the State pension.

Who to contact

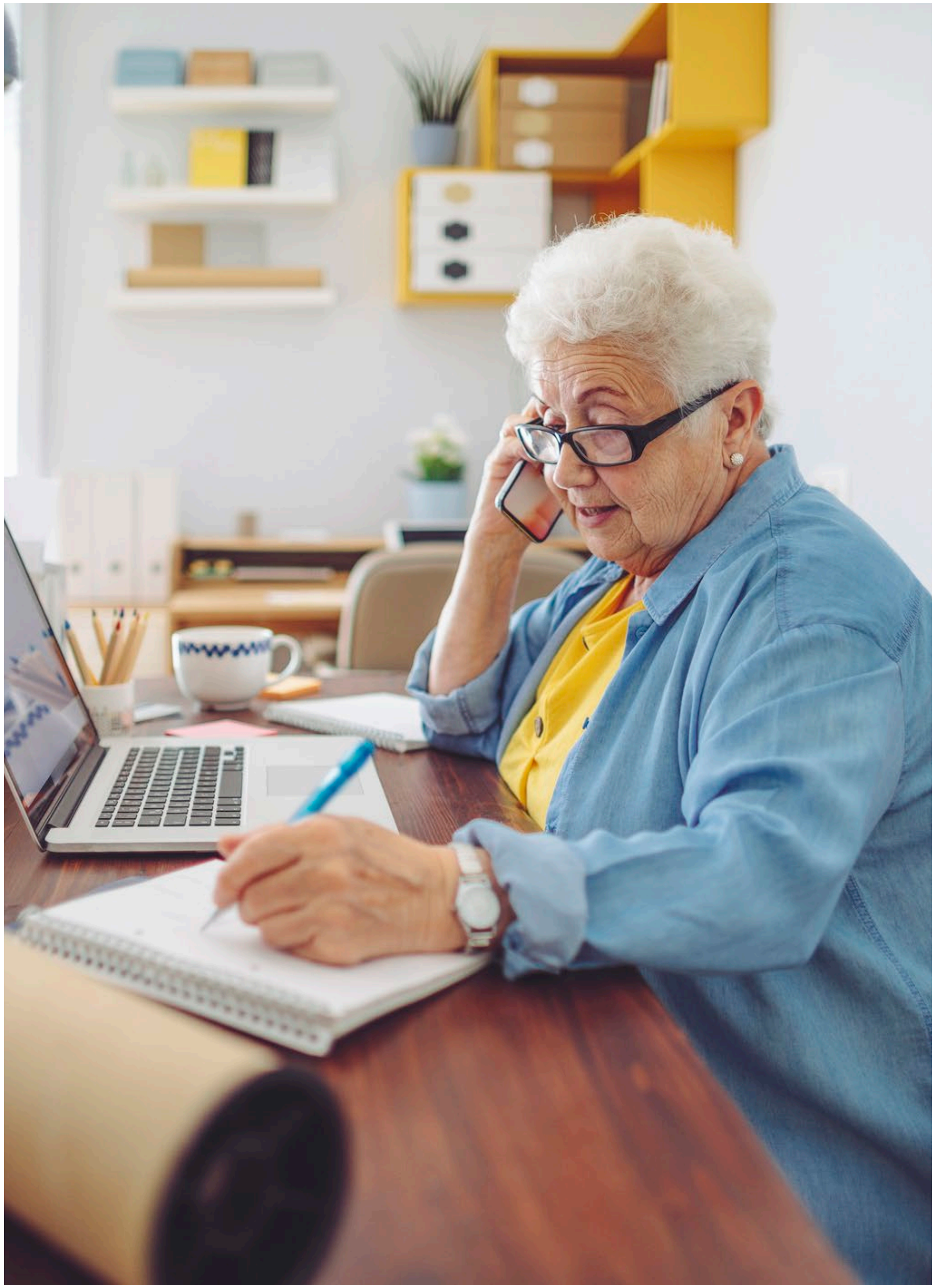
If you have a general question about the KPS or you want to access information about your pension savings and your investments, please contact Legal & General who run the KPS on a daily basis:

Telephone: **0345 026 4179**

Monday to Friday 8.30am–7.00pm
Saturday 9.00am–12.00pm midday
Call charges will vary. Calls may be monitored and recorded.

Or email Legal & General at:
employerdedicatedteam@landg.com

The website for the Kingfisher Pension Scheme is: **kingfisherpensions.com**



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