

This letter provides details about the new automatic enrolment legislation and how it will affect you. The government has introduced auto enrolment to help people save more money for their retirement.

Please read this letter carefully as it provides you with details of what those changes are and what they mean for you.

What is auto enrolment?

To help people save more money for their retirement, the government requires all UK employers to enrol their employees into a workplace pension scheme. This applies to those employees who are not already enrolled in a pension scheme and those who:

- earn over £9,440 a year (£182 a week);
- are aged 22 or over; and
- are under State Pension age.

The rules apply to Berkeley Scott from 1 September 2013— this is known as our 'staging date'. However Berkeley Scott deferred auto enrolment until 1st December 2013. From 1st December 2013 we started to automatically enrol all eligible employees into the Berkeley Scott Pension Plan.

Why is this happening?

The government wants more people to have an income on top of their State Pension (the full basic State Pension in 2013-14 is £110.15 a week for a single person) when they retire.

Employers are enrolling their employees automatically into a pension scheme to make it easier for people to start saving now for their retirement.

How it will affect you.

What happens depends on how old you are and how much you are earning on your assessment date (your assessment date will be 12 weeks after you start working with Berkeley Scott).

If on your assessment date you are aged 22 or over, under State Pension age, work or usually work in the UK, and earn more than £9,440 a year (£182 a week), we will automatically enrol you into our pension plan on the first payroll after your assessment date.

Note: You do not have to do anything — it will happen automatically.

- You can choose to opt out of the plan, but if you stay in the scheme you will have your own pension which you receive when you retire;
- Berkeley Scott and you will pay into it every month;
- The government will also contribute through tax relief;
- Your pension belongs to you, even if you leave us in the future.

For more information

We have chosen NEST as our pension provider. If you would like any more information on how this will affect you please visit the following link www.nestpensions.org.uk

You can also get general information on pensions and saving later for life from Directgov at www.direct.gov.uk/workplacepension