

Nestlé UK Pension Fund



Nestlé UK Pension Fund New Joiner Booklet

**Open to access
free money!***

*OK. There's a catch...
but the catch is that
you have to start saving
towards your future.





What is the Nestlé UK Pension Fund?

The Nestlé UK Pension Fund is a way to save money that you can live on when you are older. This might be when you decide to give up work, or reduce your hours in the build up to retirement. You pay some of your salary in each month and Nestlé UK then adds to this.

Anyone can start saving from the moment that they become a Nestlé UK employee. That's why we tell you about our Pension Fund before you join – so that if you want to, you can start saving from your very first day at work.

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Why save?

Most people save so that they don't have to work forever – the money that they save in their pension savings account will later replace the income that they get from their job. But there are many other great reasons to save.

Here are some words of wisdom from your colleagues about why you might want to consider saving into a pension.

Too good to ignore

The Nestlé pension plan is too good to ignore. If I contribute 8% of my salary, Nestlé will add an additional 12%. In my previous job I only got 4%.

**Andrius, Materials Planner,
Wisbech**

**Don't just take our word for it.
At the moment, 93% of
Nestlé UK employees are
members of our Fund.**

Start early to have the most impact

The more you put in earlier, the more you get out. It's a lot harder towards the end of your career to have the same impact on what you will receive than at the start.

Richard, Contract Manager, Gatwick

It's a good habit to get into

You probably won't be disciplined enough to save regularly like this with any other kind of savings account. But if you save like this for 40 to 50 years you will build up a better pension pot when retirement finally arrives.

**Lee, NCE Specialist
and Safety Advisor, Aintree**

The investment returns can really build up

Two of the regular comments I hear when talking about pension savings are, 'retirement is a long time away' and 'I'm just starting out so can't afford to save for a pension yet.' Think about how you can play this to your advantage – that's a long time to benefit from investment returns if you start saving early.

Ian, Shift Manager, Halifax

Free money

If you don't pay into your pension, the company won't contribute either, you're therefore missing out on some of your financial employment benefits. Plus, the tax relief you get by paying into your pension makes every pound you save worth a lot more.

Huw, Lean Design Lead, York

Could you survive on the state pension alone?

The full state pension is currently around £10,000 a year. It's likely that if you want a more comfortable retirement you'll need more income than this. Saving into a pension is a great way to put aside money that you can use as income later on.

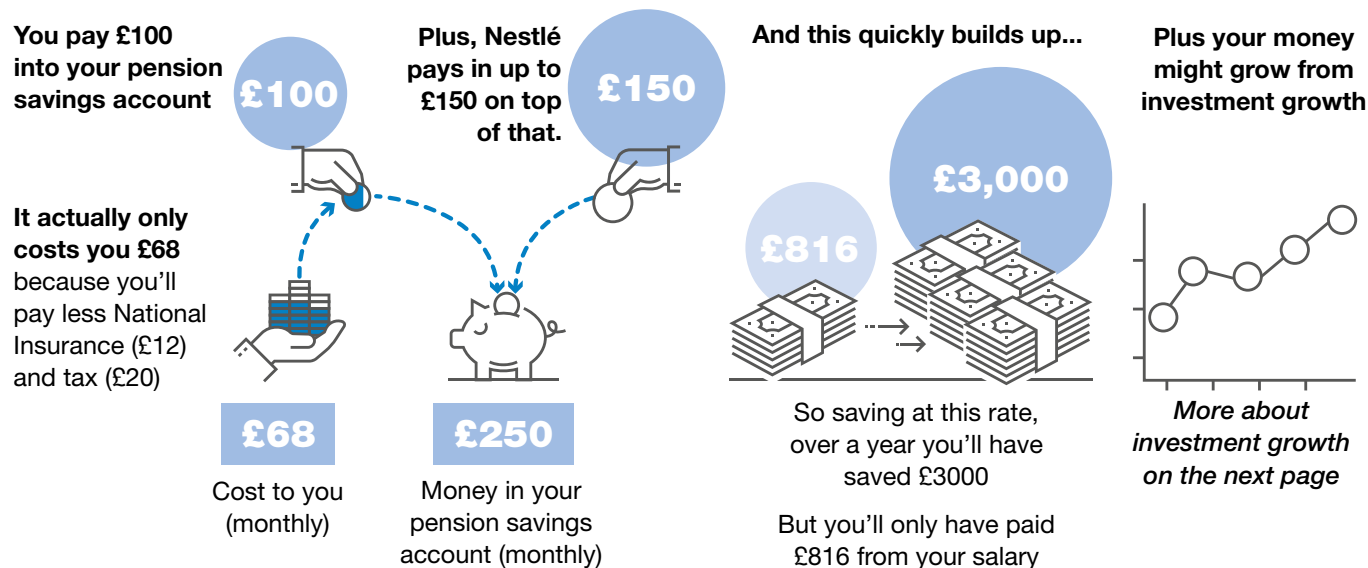
What's in it for me? The benefits of saving into a Nestlé UK pension

It's back to that point about free money. First of all, whatever you save into your pension savings account each month is taken from your salary before tax, which means that you end up paying less tax. And, unless you decide otherwise, you'll save using something called 'salary sacrifice' which means you'll also pay less National Insurance.



Whatever amount you choose to save each month, Nestlé will add to your pension savings (up to a certain limit). At the very least we'll match what you save (and double your pension savings each month). Plus, if you save a little more, as a member of our DC Core section, we'll actually pay up to 1.5 times what you save. So, while we don't strictly give you money for nothing – it's pretty close!

Here's what a month's worth of pension savings could look like - assuming that you're a basic rate taxpayer:



There are some circumstances when salary sacrifice might not be the right decision for you. For example:

- If you receive tax credits
- If you earn less than the national living wage (for information on the national living wage, visit gov.uk/national-minimum-wage-rates)
- If you are receiving statutory maternity pay and the deductions take your monthly pay to less than the £156.66 a week
- If you receive state benefits

If it's possible that this might affect you, you can opt out of salary sacrifice.

Read more about [salary sacrifice](#) or you can download a [Salary Sacrifice Opt-Out Form](#).

Ready, steady, grow

How the free money (and your pension savings account) works...

Once you join, some of your salary is paid into your pension savings account each month. Nestlé pays in at least the same as you do on top of this. The amount that Nestlé puts in depends on how much you save and what choices you make. There are two different sections that you can save in to – DC Start and DC Core. You can read about these on pages .



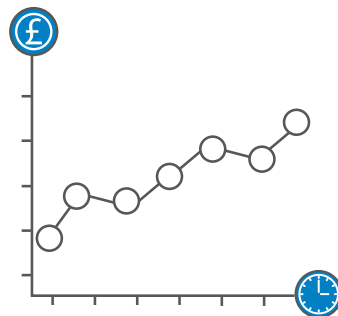
What happens to the money in your pension savings account?

Once you've joined the Pension Fund, depending on which section you join, you may be able to choose how to invest your money.

We offer a range of different investment funds that can help your money grow. These investment funds are made up of things like shares in companies, buildings, government bonds or cash. Each different type of investment carries a different set of risks and rewards.

How quickly your pension grows depends on a few things including how well the investments do.

But it's helpful to think about investments in the long term, as even though they might fall in the short term, over a longer period of time they have the potential to recover from any short-term losses.



Other things will affect how much your pension savings grow

Investment performance aside, there are several things that you can do to influence how much money you'll have in your pension account when you retire. These include:

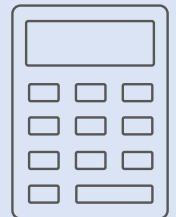
- how much you and Nestlé pay in,
- how long you save for, and
- when you retire.

Charges

Because your pension savings are invested, there are costs involved in being part of the Nestlé UK Pension Fund.

Each fund carries a 'total charge' which includes a management charge plus some additional administration costs. These vary depending on the type of fund, and how much time and expertise is needed to manage it.

[Read more about how these charges are calculated.](#)



About DC Core

In the DC Core section, you choose to pay in 5, 6, 7 or 8% of your pensionable earnings each month. Pensionable earnings include your base salary and things such as overtime and shift allowances. You can read more about what pensionable earnings include in our [jargon buster](#). The money is taken from your salary before tax or National Insurance.



Nestlé pays 1.5 times what you pay in on top of this. It works like this:

You pay in	Nestlé pays in	Total paid in
5%	7.5%	12.5%
6%	9%	15%
7%	10.5%	17.5%
8%	12%	20%

More about DC Core

Protect your loved ones

It's not just payments from Nestlé that make it worthwhile. There are other benefits too. While it's not a nice thing to think about, it's comforting to know that if you die while you are working for Nestlé UK, your loved ones will be looked after. And if you are a member of the DC Core section, they will be entitled to six times your pay (based on what you received over the last 12 months), plus whatever you have saved up until that point as a tax-free lump sum. You can read more about [death benefits](#), and remember to tell us who your loved ones are by filling out a [Nomination Form](#).

As a member of DC Core you may also be entitled to income protection if you become too ill to work. Read more about income protection under [ill health](#).



Choose your own investments (if you want)

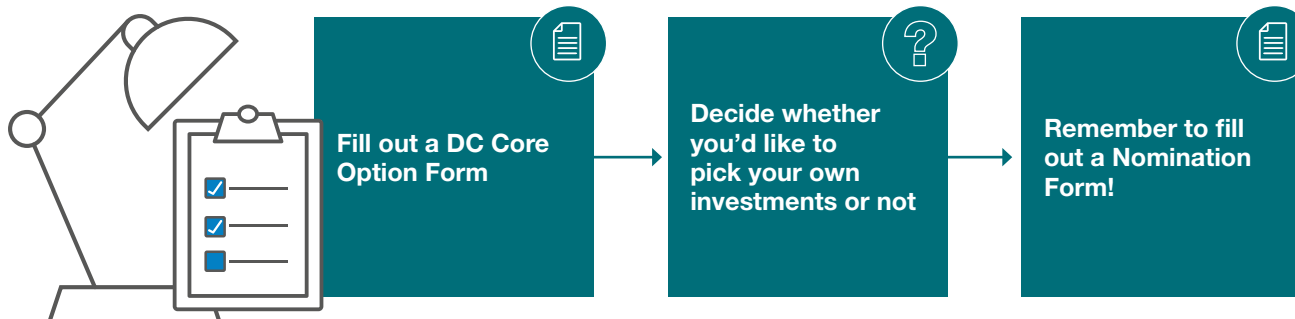
If you are a member of the DC Core section, you can choose which investment funds your money is invested in. So if you have a particular interest, for example in investing in funds with a focus on integrating sustainability issues, this might be something that you want to explore. You can read more about the [different funds](#) on the website.

Or, if you would prefer not to have to make this decision, we'll automatically invest your money in the Lifetime Pathway. The Lifetime Pathway assumes that as you get older, your attitude towards risk is likely to change. You may, for example, want to minimise the chance of losses, because if your investments don't perform so well you won't have as long for your pension savings to recover. The Lifetime Pathway takes this into account, and starts to move you towards lower-risk funds the closer you get to retirement.

If you are invested in The Lifetime Pathway, you should make sure that you've thought about when you would like to retire (your 'target retirement age') – otherwise we might start switching your investment funds at the wrong time. You can read more about the [Lifetime Pathway](#) in the investments section of the website.



Your quick actions to join DC Core:



About DC Start

As its name suggests, DC Start is a great starting place. Getting into the habit of saving small regular amounts is brilliant. But it's also worth thinking about whether DC Start is the right choice for you long-term, or whether you should switch to the DC Core section.

Remember to reflect on your options every now and then, to see if you can take full advantage of everything that Nestlé offers. If you can afford to save a little more, you could benefit from better contributions from Nestlé and better protection for your loved ones.

**YOU
CONTRIBUTE
4%**

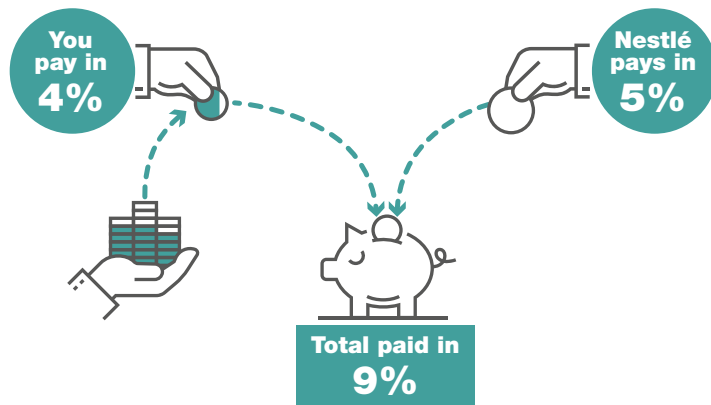
*It's a great start...
but remember to
think about the future
from time to time.*

More about DC Start

If you do nothing, Nestlé will automatically enrol you in the DC Start section on your 91st day of employment - as we tell you about in the conditions of your contract.

In the DC Start section, you pay in 4% of your pensionable earnings each month. Pensionable earnings include your base salary and things such as overtime and shift allowances. The money is taken from your pay before tax or National Insurance. You can read more about what is and isn't included in your pensionable earnings on the [jargon buster](#).

Nestlé pays in extra on top of this. The amount that you and Nestlé pay in is set by the Government each year. It works like this:



More about DC Start (continued)

Protect your loved ones

It's not just payments from Nestlé that make it worthwhile saving into the DC Start pension. There are other benefits too. While it's not a nice thing to think about, it's comforting to know that if you die while you are working for Nestlé, your loved ones will be looked after. If you are a member of the DC Start section, they will be entitled to two times your pay (based on what you received in the last 12 months) plus whatever you have saved up until that point as a tax-free lump sum. Remember to tell us who your loved ones are, by filling out a [Nomination Form](#).

As a member of DC Start you may also be entitled to use the value of your pension account to buy a pension if you become too ill to work. You can read more about [ill health](#) on the website.

We choose your investments for you

If you are a member of DC Start section, we invest your money in our Lifetime Pathway and we set your target retirement age to your state pension age. The Lifetime Pathway assumes that as you get older, your attitude towards risk is likely to change. You may, for example, want to minimise the chance of losses, because if your investments don't perform so well you won't have as long for your pension savings to recover. The Lifetime Pathway takes this into account, and starts to move you towards lower-risk funds the closer you get to retirement.

You should make sure that you've thought about when you would like to retire (your 'target retirement age') – otherwise we might start switching your investment funds at the wrong time. Read more about [the Lifetime Pathway](#).



Topping up your pension savings

There are a few reasons why you might decide to top up your retirement savings.

Did you start saving late in your career?



Did you have some time off work to raise a family?



Would like to save more now you can afford to?



Are you close to retirement and want to save as much as you can while you are still working?



Additional voluntary contributions work in a similar way to your other pension savings.

1. You pay the money out of your salary before tax.
2. You'll pay less National Insurance unless you opt out of salary sacrifice.
3. The money is invested and you can't get to it until you retire (or until you turn 55).

You choose your own investments (if you want)

Like DC Core, you can choose where your money is invested if you want. Or, you can choose to invest in the Lifetime Pathway.

Read more about [your choices](#).

Before you start paying any additional voluntary contributions, make sure you've taken full advantage of the DC Core contributions on offer first. If you are paying less than 8% of your earnings, you are missing out on Nestlé UK contributing 1.5 times that amount on top of your pension savings (the free money we've talked about before). Nestlé do not match additional voluntary contributions.



If you are a member of DC Start...

you will need to switch to the DC Core section first. You cannot make additional voluntary contributions while you are a member of the DC Start section.

If you are a member of DC Core...

you can top up your pension savings at any time by choosing to pay additional voluntary contributions.

If you want to start topping up your savings

To start topping up your pension savings, you'll need to fill in an [AVC Form](#).

You can do this at any time, and once we've processed your application, the money will be taken from your next month's salary.

If you want to stop topping up your savings

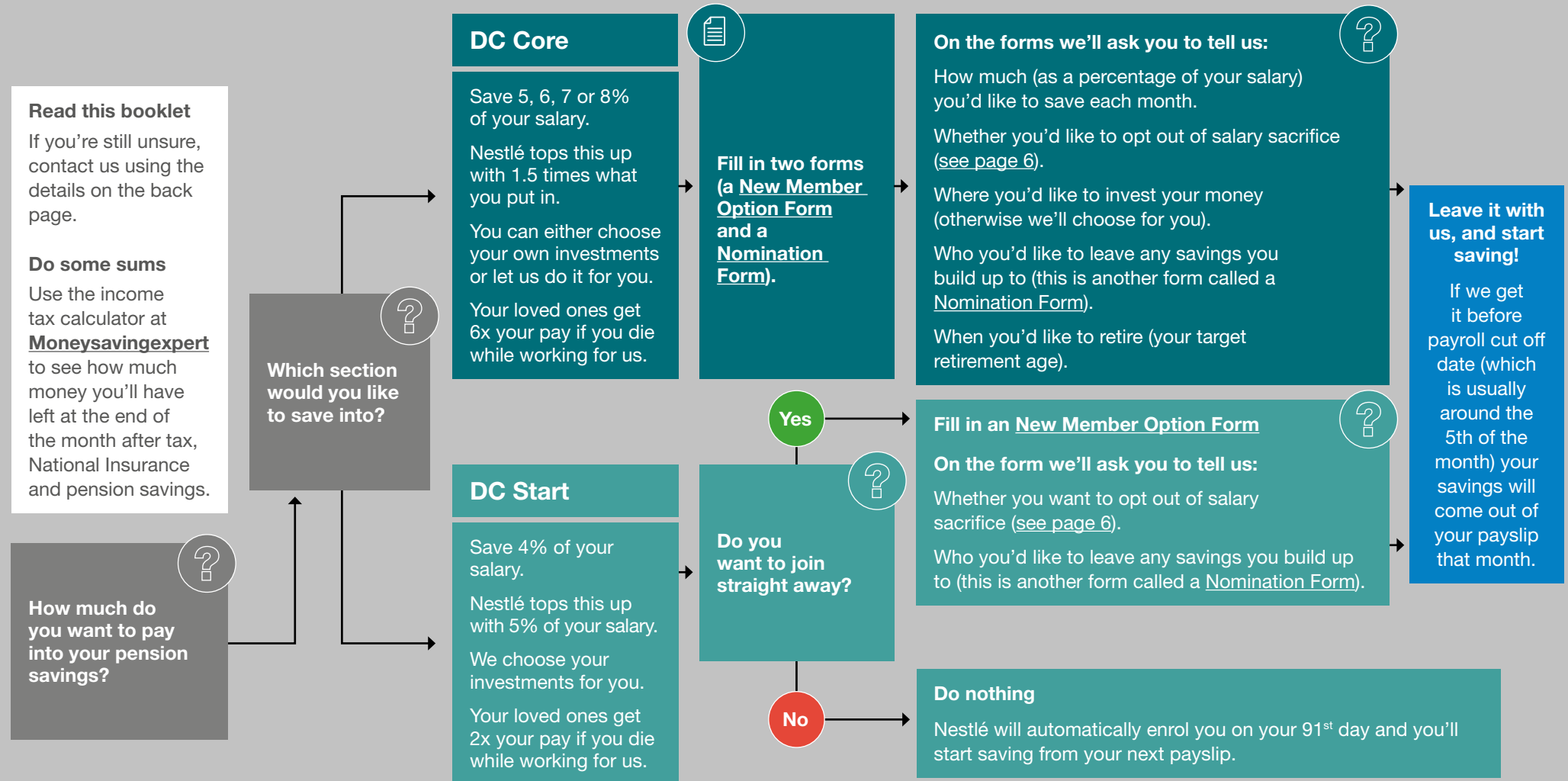
You can stop topping up your pension savings at any time too.

We just need a month's notice and you'll need to fill in an [Stop Paying Additional Voluntary Contributions \(AVCs\) Form](#).



How to join

Ready to join? Brilliant! Here's your step-by-step guide of how to join the Fund and start saving for your future.



Did you know?

Some things you might want to consider

The age that you start saving at is important

The earlier you start, the more chance your money has to grow. If your investments perform well over time, that value of your 'investment returns' (the money that your investments make) gets added to your retirement savings account. Over time, if your investments continue to perform well, these 'investment returns' can build up and provide returns on top of the returns. And so it continues.

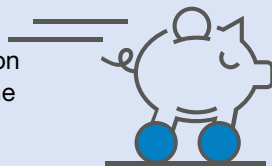
It also means that if the things that you are invested in don't perform too well, your pension savings may still have time to recover.



You can take it with you

Remember that whatever pension savings you build up while you are working at Nestlé (including Nestlé's contributions) is your money. And it's transferable.

So you can usually move into a similar type of pension fund if you leave Nestlé. The only catch is that you can't access it until you are 55.



Save half your age (if you can)

If you've never saved into a pension before, a good rule of thumb is to consider saving half your age at the time that you start saving (as a percentage of your salary).

Applying this logic, this would mean that if you started saving at 25, you should aim to save 12.5% of your salary each month. This includes what your employer puts in.

So if you saved 5% and Nestlé topped this up with 7.5% you'd be saving 12.5%.



You can transfer other pension savings in

If you like to have all of your pension savings in one place, you can arrange to transfer any other pension savings into your pension account at Nestlé. However, there are some rules around this. Read more about [transferring your pension](#).

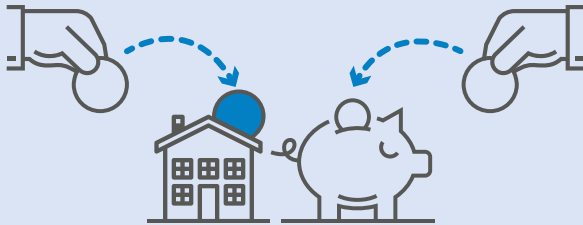


Did you know?

Some things you might want to consider

It's better to start saving something

There may be other things that you would like to start saving for first, like your first home. And this might mean that saving half your age isn't the right decision for you right now. So start small. Get into the habit of saving if you can. And then maybe once you've got that next promotion, you can think about increasing how much you save each month.



Use your pay rises to your advantage

If you have saved into a pension before, or didn't save much when you were younger, consider how you can pay more into your pension without changing what you have coming in each month. Next time you get a payrise or a bonus, you could consider changing your contribution level or 'sacrificing' a lump sum of your bonus into your pension savings account. You can do this by filling in a [DC Core Option Form](#).

Be careful of tax...

There are some rules around how you access your pension savings, and how much you are allowed to save in a year and over your lifetime. In these circumstances if you don't meet these rules you might end up paying more tax than you realised. So, if you:

- have already taken money out of a pension account somewhere else,
- are likely to save more than £40,000 into your pension savings this year, or
- if all of your pension savings are worth more than £1,073,100 in total...

you should read about [tax allowances](#) on the website.



Our communications

When you're a member of a pension plan it's important to keep an eye on your savings and think about how you can prepare for your retirement. It might be a long time away, but there are a few things you can think about now that might help you in the future. To support you, we'll send you information that can help you do this.

Each year we'll provide you with newsletters and an annual pension statement that shows the value of your savings and what they might be worth when you come to retire. These documents can be accessed on your online account and, once you've registered, we'll send you an email to let you know when they're available. From time to time we'll also send you emails with information to help you plan for your retirement.

If you'd like to receive paper versions of these communications



We know some people may prefer to get paper copies through the post. If that's the case, we'd still encourage you to register an online account.

Once you have an online account, you can:

1. Download and print any communication you'd like in paper form, and
2. Change your communication preferences in the 'Settings' section of your online account at any time.

If you'd like to receive online communications, register your online account



1. Go to nestlepensions.co.uk/register
2. Enter your member number, DOB and email address
3. Click 'Register'

To opt-in to receiving printed communications in the post you can also **write to us** at any time.



For more information on how we'll communicate with you go to nestlepensions.co.uk/how-we-communicate



Your online account

You can log in at nestlepensions.co.uk/login to see an up-to-date summary of your account online at any time. This allows you to access:

- A reminder of your current section and contribution rates.
- Your annual pension statements.
- Your DC account value.
- A reminder of your current DC investments.

You can also access our modeller through your online account. This can be used to see how making certain changes could impact your benefits at retirement.

By logging into 'Your account', you'll also be able to request changes using the following online forms:



DC Core Option Form – request changes to DC Core contributions.



Additional Voluntary Contributions (AVCs) Form – request to make one-off or regular AVCs into DC Core.



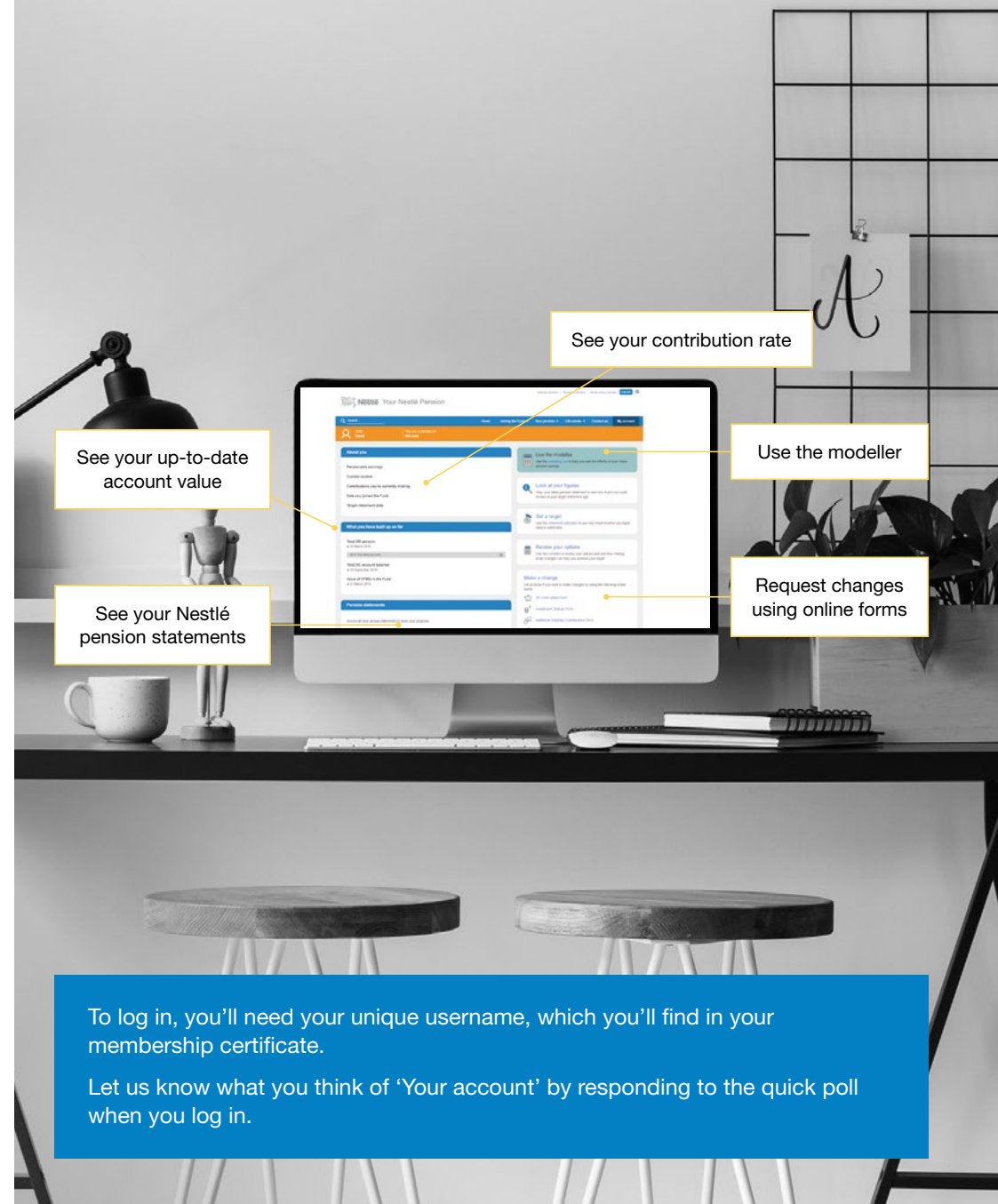
Investment Choices Form – request changes to how your DC Core savings are invested.



Target Retirement Age (TRA) Form – request to change the age you're targeting for retirement if you're in DC Core.

If you choose to join the DC Start section you won't be able to make AVCs, change your investments or amend your target retirement age. If you'd like to be able to make these changes using the online forms above you should consider joining DC Core.

If you join DC Start but decide you'd like to join DC Core later, you can switch to DC Core using the DC Core Option Form.

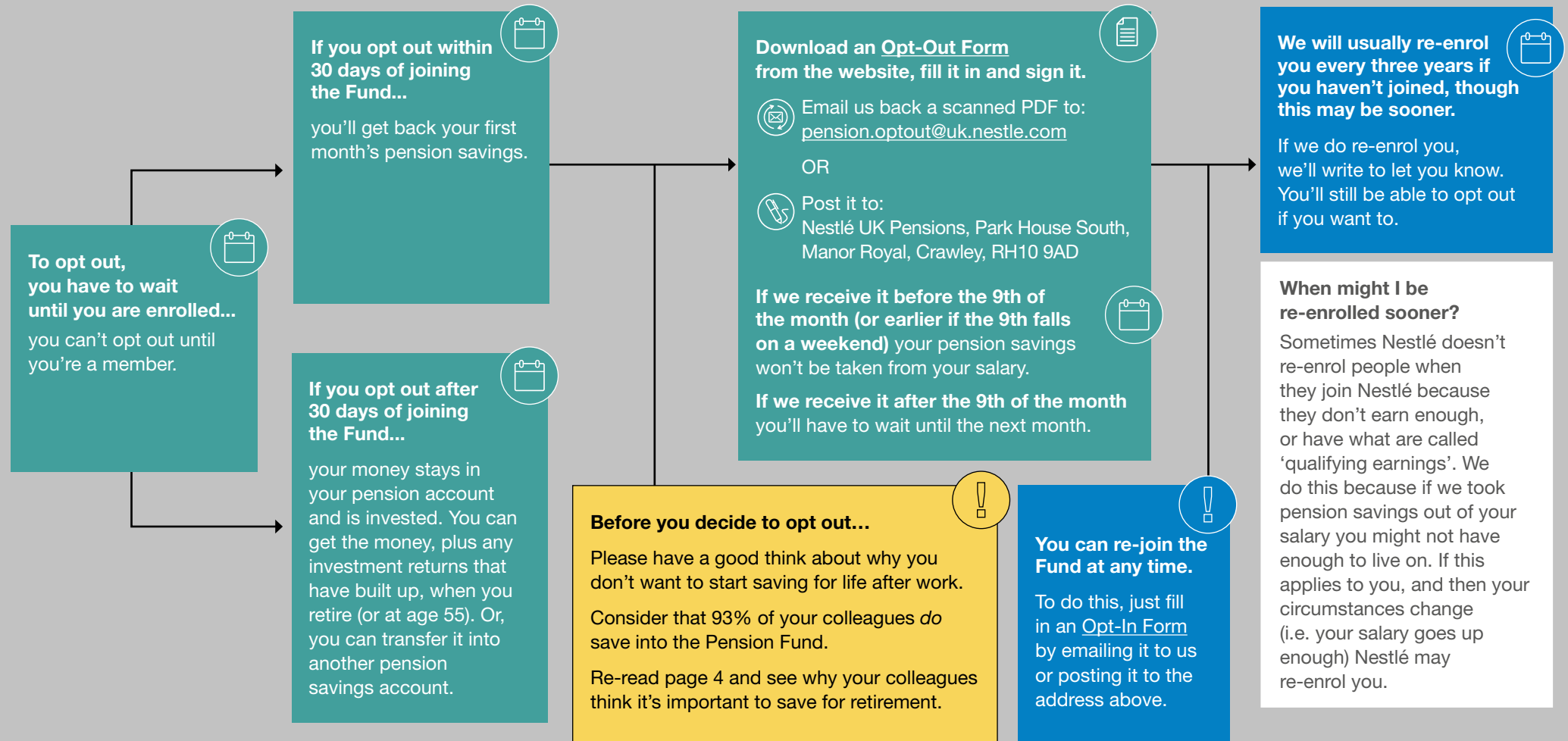


To log in, you'll need your unique username, which you'll find in your membership certificate.

Let us know what you think of 'Your account' by responding to the quick poll when you log in.

If now's not the right time – how to opt out of DC Start

You'll be enrolled automatically into DC Start on your 91st day if you do nothing. If you'd like to leave after this and get back your first month's pension savings you'll need to opt out. Here's how:



If you leave Nestlé

Remember that if you leave Nestlé or you become too ill to work, your pension savings are yours to take with you. You have a few options:

If you are leaving to work somewhere else

You can leave your pension savings with us to grow. You'll be able to access them when you are over 55.

Or, you may be able to transfer your pension savings into your new workplace's pension fund.

You can read more about your [options if you're leaving](#) on the website.



If you are too ill to work

If you are very ill, there are some situations which mean that you can take your pension savings out of the Fund earlier than age 55.

Your options will depend on your illness and which section you are a member of.

Read more about [ill-health benefits](#).



If you leave Nestlé to retire

If you want (and you can afford) to, you can access your pension savings any time after your 55th birthday. Before you do though, it's worth thinking about:

- If you retire early, your money will need to last longer.
- If you save for longer, you'll have more to spend when you do retire.
- If you save for longer, your money will have longer to grow.

You have a few options depending on how big your pension savings are. When you stop working you can use the pension savings to provide an income that will replace your salary. There are several different ways that you can do this, and it's a big decision that can be irreversible in some situations. You can read more about your [retirement options](#) on the website.



Who looks after the Fund?

The Trustee Company – Nestlé UK Pension Trust Limited

The Nestlé UK Pension Fund is run by a Trustee Company called Nestlé UK Pension Trust Limited. It's made up of eight Trustee Directors - four are appointed by Nestlé and four are elected by members of the Fund who are either still paying into a Nestlé UK pension, or are currently receiving a Nestlé UK pension.

They have three main duties which are to:

- **Monitor the fund** – to help protect the assets.
- **Invest both your and the company's contributions** – to make sure they are spread between a mix of different investment funds to spread the risk.
- **Keep you informed** – so that you know how your pension savings are doing and to make sure you know about any changes that have happened over the year. The trustees also publish an annual report every year to show how the Pension Fund is doing. You can request a copy using the details on the back page.

The Nestlé UK Pensions Team

From a day to day perspective, the Nestlé UK Pensions team look after all other areas needed to run the Fund. The Pensions team is made up of several small specialist teams who are there to help answer any questions that you may have relating to your Nestlé UK pension. You can find their contact details on the next page.

The Pensions Regulator

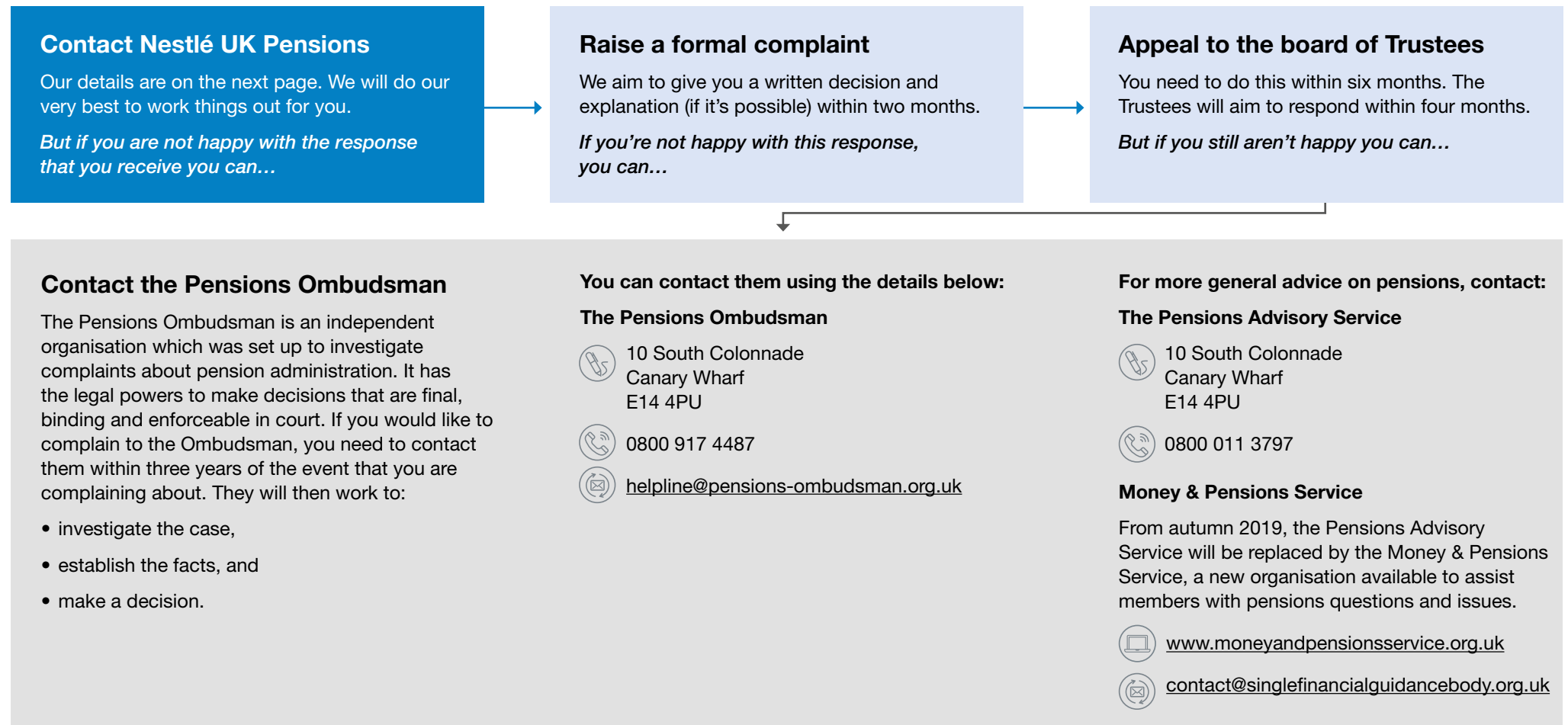
The Pensions Regulator is a public body that protects workplace pensions in the UK. It makes sure that trustees meet all of their duties and helps to resolve any issues that may come up. They help to train trustees and may step in if trustees don't meet all of their duties. You can find more about The Pensions Regulator at thepensionsregulator.gov.uk



If things go wrong

Sometimes, despite our best efforts, things go wrong.

Here's where you need to go if you would like to let us know that something has gone wrong, or to make a complaint...



Getting in touch

To get in touch please contact us using the details below:

For further information about the Nestlé UK Pension Fund:



Email us:
pensions@uk.nestle.com



Call us:
020 8667 6363



Write to us:
Nestlé Pensions
Park House South
Manor Royal
Crawley
RH10 9AD
United Kingdom



Website:
www.nestlepensions.co.uk

While every care has been taken to provide up-to-date and accurate information in this leaflet, we cannot guarantee that inaccuracies will not occur. Nestlé UK Limited and the Trustees will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy, error or omission. If there is any conflict between the information in this statement and the Trust Deed and Rules of the Nestlé UK Pension Fund, the Trust Deed and Rules (as amended from time to time) take precedence.

Although every effort is made to ensure information is up to date at the time of writing, subsequent changes to the Fund's documentation and/or applicable legislation may subsequently affect its correctness or completeness.

This document is not intended to provide a definitive description of any benefits payable from the Fund or a comprehensive statement of the law on any issue. Nothing in this document confers any legal entitlement to benefits.

Nothing in this document constitutes financial advice and you should not rely on information in this document in making any decisions about your benefits or Fund membership. We recommend that you consider taking independent financial advice before making any such decisions.

This document contains references to the Trustees. These are the Directors of the Nestlé UK Pension Trust Ltd.

The Nestlé UK Pension Fund is a 'registered scheme' for tax purposes under the Finance Act 2004.

References to Nestle include Nestlé UK Ltd and all other Nestlé Group companies participating in the Fund.

Neither Nestlé nor the Trustees are responsible for the information contained on external websites. Any links to external websites have been included to assist members with understanding the benefits available to them.