

# Pension Access Scheme

November 2022



# Welcome to your workplace pension

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

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

The Mastertrust offers a range of funds available for you to choose where to invest the pension pot you transfer.

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

Throughout this booklet, when we refer to 'the Plan' we are referring to the Pension Access Scheme. This guide explains how it works and how to make the most of it. Where we've had to use a term that you might not be familiar with, we've highlighted it in [blue](#) the first time the term is mentioned on a page. You'll find a definition of each of these terms on page 20 of this guide.



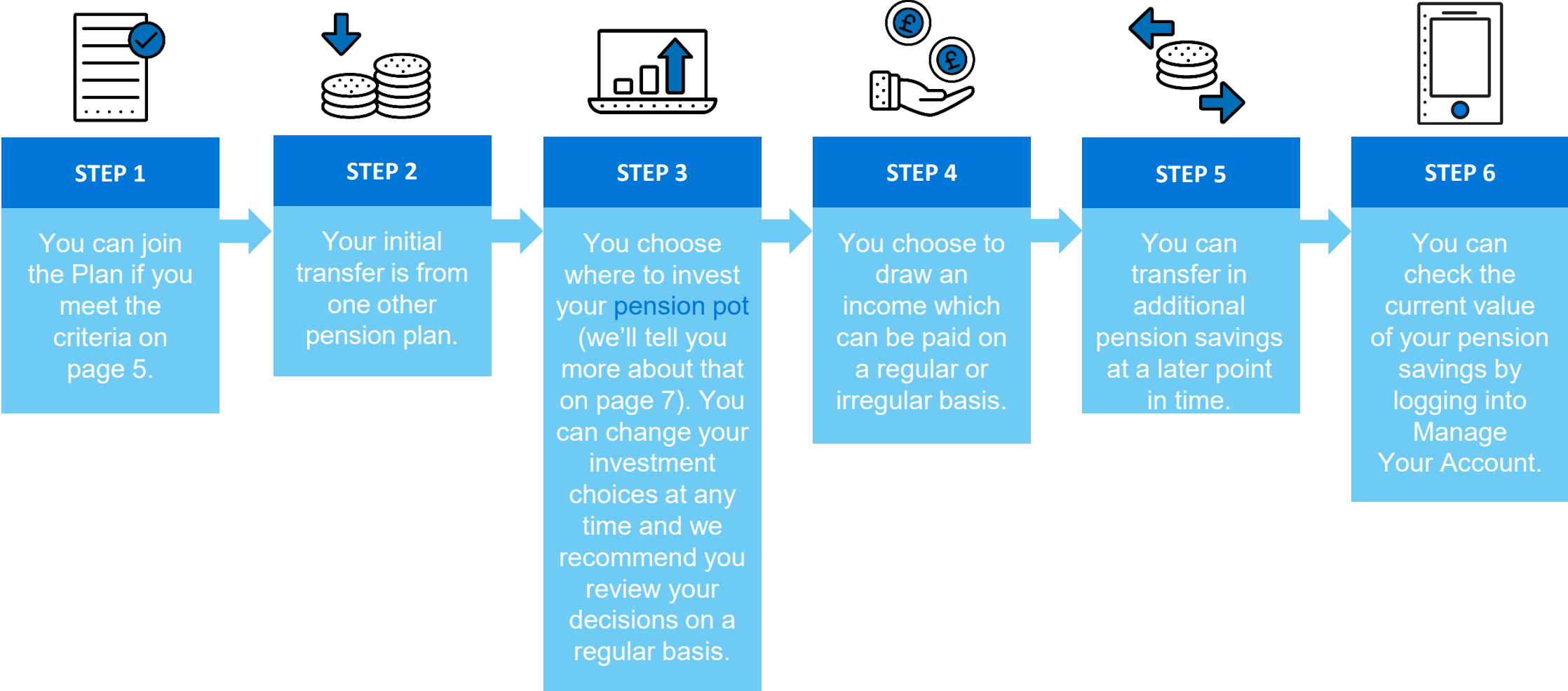
# What other documents should you read?

The following booklets are available from the Plan website:

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



# How your pension pot works



# Joining the plan

You can join the Plan if you're aged 55 and over and wish to draw pension benefits immediately.

You will need to complete and submit the online quote request form on the Plan website. You can access this at [legalandgeneral.com/pensionaccess](https://legalandgeneral.com/pensionaccess)

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

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

For details of who to contact, please go to Contact Information on page 19.



# Transfers

You can transfer other [pension savings](#) that are not already being used for drawdown, subject to a £2,000 minimum. All of this money can only be used to flexibly access your benefits.

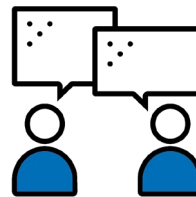
We would always recommend taking financial advice to make sure that transferring is the right thing for you.

Where you are transferring from a final salary scheme and the transfer amount exceeds £30,000 you will be required to obtain financial advice on the appropriateness of the transfer.

The Trustees and Legal & General will only accept such transfers if the advice is a positive recommendation. To find an adviser in your area, go to [moneyhelper.org.uk](http://moneyhelper.org.uk) and search for 'retirement adviser'. Please note that advisers will usually charge for their services.

To transfer benefits into the Plan please contact Legal & General. For details of who to contact, please go to Contact Information on page 19.

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



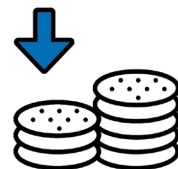
Before you decide to transfer any benefits from another pension plan you should consider taking financial advice.



If you decide to transfer, you can provide your previous pension plan details to Legal & General.



Legal & General will contact your old pension provider.



Your existing pension pot will be transferred into the Plan.

# Investing your pension savings

When you first join the Plan, unless you instruct us otherwise, we will invest your transferred money into the Legal & General (PMC) Retirement Income Multi-Asset 3 Fund (the default option). This fund is specifically designed for customers wishing to take an income from their [pension savings](#).

The default option has been chosen by the Trustees because it invests in a diverse range of assets with the aim of providing investment growth over the long term. Through its diversified approach, the default option aims to achieve a balance between risk and reward.

If you would like to make your own investment decisions, you can find more information about the choices available to you in the Investment Guide on the Plan website

The investment options are reviewed regularly by the Trustees and may be subject to change. The Trustees regularly review all the fund options available to you.

If the Trustees change any of the funds you are invested in, they will write to you. The Trustees would normally give you advance notice so you can consider how the change affects you.

## Changing where your pension savings are invested

You can change where your pension savings are invested at any time by calling Legal & General direct on **0345 070 8686**.

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

### QUICK TIP

If you are thinking about switching funds, you may wish to talk to an independent financial adviser to make sure the funds you invest in are right for you and your future plans.

# Charges

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

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

For further information, please see the Investment Guide on your Plan website.

Here's an example of what the total charge could look like: If your pension pot is worth £10,000 throughout the year, and you're invested in the Legal & General (PMC) Retirement Income Multi-Asset Fund 3, you'll pay the following charges:

AMC	0.14%	£14
FMC	0.33%	£33
<b>YEAR TOTAL</b>	<b>0.47%</b>	<b>£47</b>





# Keep track of your savings

You can check the current value of your pension savings at any time by going to the Plan website and logging in to Manage Your Account.

Each year we'll create a statement for you. The statement will set out:

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

You can request a statement at any other time if you wish. For details of who to contact, please go to [Contact Information](#) on page 19.

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

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



# Accessing your pension savings

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

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

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

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

## Have you had your free appointment with Pension Wise?

We recommend you take guidance or advice before transferring your pension pot. Pension Wise is a free and impartial

government service, provided by MoneyHelper. This service is in place to help you understand what you can do with your pension money. Available if you're 50 or over, they offer telephone or face-to-face appointments with highly trained professionals. In your appointment you'll get:

- guidance on how to make the best use of your money (they won't give a recommendation)
- information about tax when taking money from your pension
- tips on getting the best option for you, including how to compare products, get financial advice and avoid scams.

Visit [pensionwise.gov.uk](https://pensionwise.gov.uk) to register your interest and arrange an appointment.

If you're still unsure about your options, we recommend you speak to a financial adviser. To find an adviser in your area, go to [moneyhelper.org.uk](https://moneyhelper.org.uk) and search for 'retirement adviser'.

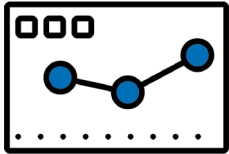
Whilst financial advisers will usually charge a fee for their services, they can help you make the right decision about the best option for you and your circumstances.

# Your options when the time is right



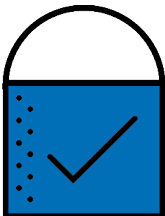
**TAKE PART OF YOUR PENSION POT AS A LUMP SUM. 25% OF THIS IS TAX FREE CASH AND THE REST IS TAXABLE AS EARNED INCOME.**

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



**TAKE UP TO 25% OF YOUR PENSION POT AS A TAX FREE LUMP SUM. LEAVE THE REST INVESTED TO USE LATER ON.**

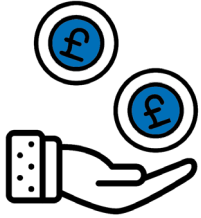
This leaves you free to choose later on how you wish to access the remaining pension pot. For example, you can draw down an income or lump sums, subject to income tax.



**TAKE UP TO 25% OF YOUR PENSION POT AS A TAX FREE LUMP SUM. AND AT THE SAME TIME TAKE AN INCOME OR LUMP SUMS FROM YOUR REMAINING POT.**

You can take income monthly or on an occasional basis.

# Your options when the time is right



## IF YOU STILL HAVE SOME OF YOUR PENSION POT REMAINING, YOU CAN USE THIS TO:

- Buy a pension annuity
- Transfer to another provider.



## YOUR STATE PENSION

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

## IMPORTANT

Whichever option(s) you choose, the first 25% is usually tax free and the remainder is taxed as income.

When you take your benefits, the value of your pension pot will be tested against the lifetime allowance as set by the government. This is the maximum amount of pension benefits you can build up without paying a tax charge.

If your total pension benefits exceed the lifetime allowance, a tax charge will be payable from your pension pot before benefits are paid to you.

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

# Are there any minimum drawdown limits?

If you decide to take regular income from your [pension pot](#), there is no minimum amount.

You can stop, start or change the amount you take, in order to suit your own needs and tax position.

Regular payments can be taken monthly, quarterly, half-yearly or annually, and will be paid directly to your bank account on a day of your choice between the 1 and 28 of the month.

# How will my pension income be taxed?

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

If you wish to take a cash lump sum at retirement, you can take up to 25% of your **pension pot** and this will currently be paid to you free of tax.

## What about my annual allowance?

When you first take money from any of your pension pots, other than tax-free cash, your **annual allowance** may reduce to £4,000. We'll tell you if this applies to you. You'll need to tell all other providers of pension plans where you are still building up benefits about this within 91 days. You will also have to tell providers of any new plans that you might join in the future.

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

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



# If you die whilst a member of the Plan

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

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

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

If you die after age 75, the value of any remaining money in your pension pot can be taken by any nominated beneficiary(ies) in most cases as a single cash lump sum subject to a 45% tax charge. Alternatively, any nominated beneficiary may be able to take an income through flexi-access drawdown, subject to their own marginal rate of income tax.

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



# Important information

## The Trustees

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

The current Trustees are:

- Legal & General Trustees Limited,
- The Law Debenture Pension Trust Corporation plc
- 20-20 Trustee Services Limited, and
- BESTrustees plc.

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

[legalandgeneral.com/workplacebenefits/mastertrust](https://legalandgeneral.com/workplacebenefits/mastertrust)

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

Your employer has joined the Mastertrust by deed of participation.

The Pension Scheme Tax Reference (PSTR) is 00784167RL.

## Scheme documents

The following documents are available on request. For details of who to contact, please go to useful contacts on page 19.

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

## Scheme changes

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

The Trustees also have the power to wind up the Scheme which would mean you could no longer participate in it. These decisions aren't taken lightly and should it ever happen, you will be notified well in advance with details of all your options.

## Divorce or dissolution

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



# Important information

## Changing your personal details

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

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

## Questions and complaints

If after reading this booklet you have any questions or comments, please call the helpline on the number shown on page 19.

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

## The Financial Services Compensation Scheme (FSCS)

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

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

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

## Legal note

This booklet is intended as a summary of the terms and conditions of the Scheme. If the information in the Scheme Rules and this booklet ever conflict with each other, the Rules will be overriding.

You can contact Legal & General for a copy of the Rules if you'd like to see them.

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

# Important information

## Data protection

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

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

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

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

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

If you would like to receive details of the relevant fraud prevention agencies, then please write to us at: Legal & General Group Financial Crime, Brunel House, 2 Fitzalan Road, Cardiff, CF24 0EB.

# Contact information

## Plan administrator contacts:

**Mastertrust Pension Access Team  
Legal & General Investment Management  
4th Floor  
2 Fitzalan Road  
Cardiff  
CF24 0EB**



**Tel: 0345 070 8686**

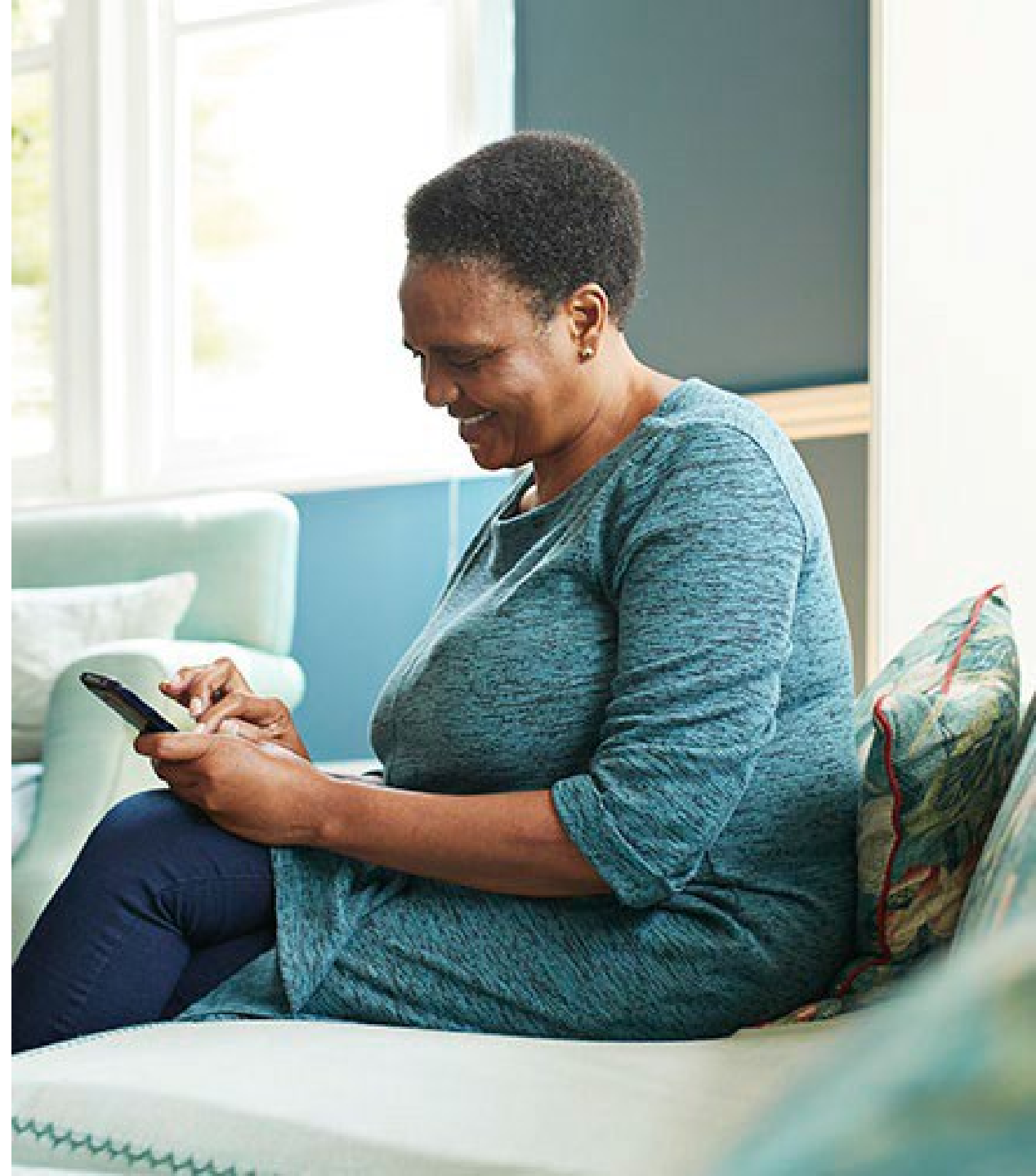
## Opening times:

Monday to Friday 08.30am – 7.00pm

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



**Email: [pensionaccessscheme@landg.com](mailto:pensionaccessscheme@landg.com)**



# What do the blue terms mean?

## Annual allowance

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

## Annuity

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

## Beneficiary

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

## Dependant

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

## Lifetime allowance

The maximum amount of pension savings you can build up without incurring a tax charge.

If your pension savings exceed the lifetime allowance, you will have to pay a lifetime allowance charge on the excess. For more details, please see the Tax Year Rates and Allowances Guide on your Plan microsite.

## Member

An individual who is entitled to benefits in the Mastertrust.

## Minimum pension age

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

## Pension savings/pension pot

The value of the inherited pension pot plus any investment growth, less charges and any income taken.