



Dear Human,

Soon we'll be automatically enrolling you into NEST.

Workplace pension law has changed, which means we need to enrol you into a workplace pension scheme that meets new legal standards.

We've chosen NEST as our workplace pension scheme to meet our employer duties and help you put money aside for your retirement. NEST is a straightforward pension scheme that gives you one retirement pot for life.

You'll be automatically enrolled into NEST on **1 October 2016**. If you want to stay in the scheme you don't have to do anything.

If you'd like to know more about NEST you can visit their website at www.nestpensions.org.uk or search online for **NEST pensions**. Once you've been enrolled you'll be able to activate an online account that lets you take control of your retirement pot.

Contributing to your NEST retirement pot

We'll make employer contributions to your retirement pot and you'll pay member contributions.

If you're eligible you'll also get extra money from the government through tax relief. At the moment, basic rate tax relief is 20 per cent. This means you'll only need to pay 80p in every pound and NEST will claim another 20p from the government.

We calculate contributions based on your qualifying earnings. This means your annual earnings that fall between £5,824 and £43,000.

We'll pay: 1 per cent of your qualifying earnings per month.

You'll pay: 1 per cent of your qualifying earnings per month.

Your contributions will be deducted from your qualifying earnings.

The new pension law sets out minimum contributions for all employers to pay. Your contributions will rise over time, in line with the new pension law.

	Our employer contribution	Your contribution	Tax relief
From Enrolment	1%	1%	2%
From October 2017*	2%	3%	5%
From October 2018*	3%	5%	8%

*The dates for the increases to 5 per cent and 8 per cent are due to change to April 2018 and April 2019, subject to parliamentary approval.

Opting out

If you decide that you don't want to put money aside for your retirement just yet, you have the right to opt out. You must do this within the opt-out period, which is normally one month from the date your enrolment begins. NEST will write to you shortly to tell you about your one month opt-out period.

You can't opt out until you've been enrolled and have received your NEST ID. You'll find this in the letter NEST sends to you.

Once you've received your NEST ID there are several ways to opt out. You can:

- opt out online at nestpensions.org.uk/optingout
- call NEST's automated telephone line
- request a paper opt-out form from NEST and then fill it in and send it back to us.

You'll find more detail about opting out in your welcome pack.

Don't contact NEST to opt out before you've been automatically enrolled and received your welcome pack. They won't have set up your account yet and you won't be able to opt out.

If you haven't received your welcome pack by **15 October 2016** and think you'll want to opt out, check with Zoe to make sure you've been enrolled and your welcome pack has been sent to the right address. You can find out more on NEST's website at www.nestpensions.org.uk/savers

What happens if you opt out?

Opting out means you'll be treated as though we never enrolled you into the scheme. Once a valid opt-out notice has been received, we'll refund to you any member contributions you've made through your salary.

If you change your mind after opting out, you can opt back in again if you want to. We'll have a duty to make that happen once in any 12 month period if you ask us to.

If you choose to opt out you'll normally be automatically re-enrolled back into the pension scheme at a later date. This is usually around every three years after the date these new duties first apply to us. This will also happen if you stay in NEST but stop making contributions.

Stopping contributions

Once you're a member of NEST and the opt-out period has ended you might want to stop making contributions or take a break from contributing later on. NEST lets you do this. There's no need to opt out in the first month just because you think you might want to take a contribution break later.

If you do take a break and decide to start contributing again, you just need to let NEST or us know. If you choose to stop contributing, the contributions you've made so far will stay in your retirement pot.

Remember that while you're not contributing you won't get employer contributions from us either. If you decide to begin contributing again and you also want us to make employer contributions, and you're eligible to receive them, you'll need to let us know by contacting Zoe.

Getting more information

For information about your NEST retirement pot, you can activate your online account using the details in your welcome pack – or contact NEST directly on:

NEST
Nene Hall
Lynch Wood Business Park
Peterborough
PE2 6FY

Online live help: [nestpensions.org.uk/livehelp](https://www.nestpensions.org.uk/livehelp)

Member enquiries: **0300 020 0090**

You can find out more about pensions and being a member of NEST by visiting their website at www.nestpensions.org.uk or search online for NEST pensions.

You can also get general information on pensions and saving for later life from [gov.uk/workplace-pensions](https://www.gov.uk/workplace-pensions)

Yours sincerely

Zoe Beardmore

Human Made Limited