

Mr AB Sample
12 Any Street
Any Town
AB12 3CD

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Customer No: 1234567
Our Ref: 93269a/1014
Email: info@bandce.co.uk
Web: www.thepeoplespension.co.uk
Telephone No: 0300 2000 444
Opt out No: 0300 330 1280

15/12/2014

Dear Mr Sample

You're in!

You should have received information about the changes to workplace pensions. In short, the Government now requires all employers to enrol certain employees into a workplace pension scheme to help them save for their retirement. This is called 'automatic enrolment'.

Your employer, Sample Employer Ltd, has chosen The People's Pension (provided by B&CE) as your workplace pension scheme.

You have been assessed to see whether you are eligible for automatic enrolment and we can confirm that you are. This means as of 4 December 2014 you are enrolled into The People's Pension.

Now the hard bit is done and you are a member ... what next?

1. Use your online account

If you haven't already set up your online account, then just go to www.bandce.co.uk/onlineaccount and click on 'Set Up Online Account' and follow the instructions.

We are going paperless! So, each year your statement will be sent to your online account, remember to update your email address if you change it, so we can let you know when your statement is ready. Should you not wish to go paperless, please let us know; either via your online account, post or by phone.

2. Read the enclosed booklet

This will help you to get the most out of your pension.

3. Learn how much it will cost you

By staying in The People's Pension, the following minimum contributions will be made to your pension every month:

Contributions	%
Your employer will pay in:	1.00% of Qualifying Earnings
From your wages, you will pay in:	1.00% of Qualifying Earnings

continued...

In order to meet the Government's standards, you and/or your employer may need to increase the amounts being paid into your personal account over the next few years. You will be notified of any increase before it takes place.

Your contributions are made from your wages before any tax is taken (gross), meaning you benefit immediately from tax relief on your contributions at the highest rate you pay. Any contributions (including National Insurance savings) paid through a Salary Sacrifice arrangement (also known as Salary Exchange) are treated as employer contributions.

4. Decide if you want to stay in The People's Pension

You don't have to stay in The People's Pension; you can choose to **opt out** if you want to. You can do this easily by either:

- Going online at www.bandce.co.uk/onlineaccount - Click on 'opt out' and follow the instructions. **You don't need to set up your account to do this.** You will need your Customer Number 1234567, your National Insurance number (which can be found on your payslip) and your date of birth.
- Alternatively, you can telephone the opt out service on 0300 330 1280 - you will need your Customer Number 1234567 and your date of birth.

If you decide to opt out, you must tell us by 4 January 2015. If we receive your valid opt out notice during the opt out period, we will remove you from The People's Pension. Any payments you have already made will be refunded by your employer, and you will not have become a member of the scheme on this occasion.

5. Can I stop making contributions in the future?

You can decide to stop making contributions in the future, but the payments you have already made will not be refunded. Details of what will happen to your personal account are provided in the enclosed booklet.

6. Can I re-join my workplace pension?

You can ask your employer to let you re-join The People's Pension at any time. However, if you want to opt back in more than once in any 12 month period, then this will require the consent of your employer. To re-join, you will need to give a signed letter/notice (or an email which must include a statement confirming that you personally have sent it) to your employer.

7. If I opt out or stop making contributions, what will happen?

If you opt out or stop making contributions, your employer has a duty to assess you regularly and may periodically enrol you back into a workplace pension. This is to give you the opportunity to reconsider your finances and pension saving options. You will be contacted when this happens and you can choose whether to opt out again.

A commitment from your employer

If you decide to stay automatically enrolled, your employer must by law continue to maintain your membership and ensure that their section of the scheme continues to meet certain Government standards. If your employer stops running the scheme, or the contributions to it no longer meet the Government standards they must immediately put you into a scheme that meets the requirements.

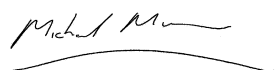
Any other questions?

You can find more information about the automatic enrolment regulations at: www.gov.uk/workplace-pensions

If you have any questions about The People's Pension you may find them answered in the enclosed booklet or when you log on to view your online account. If not, please get in touch:

- Call us on 0300 2000 444. Our opening hours are Monday to Friday (including bank holidays) 8.30am to 8pm and Saturday and Sunday 9am to 5pm.
- Visit us online www.thepeoplespension.co.uk
- Write to us at the address on the front of this letter.

Yours sincerely,



Michael Mann
Director of Operations