

## PENSIONSPLUS

### Opt-in Form

**You should only complete this Form if you have previously opted out of the pension salary sacrifice scheme ('Pensions Plus').**

I have read and understood the documentation outlining and explaining the financial benefit to be gained from the operation of the pension salary sacrifice scheme 'Pensions Plus', introduced by the Company on **1 October 2018**.

I confirm that, since opting out of the pension salary sacrifice scheme 'Pensions Plus' on [redacted] a 'lifestyle change' has significantly altered my financial circumstances.

I understand that by joining the pension salary sacrifice scheme 'Pensions Plus' I will no longer make pension contributions into my pension scheme; instead the Company will make the contributions into the scheme on my behalf, through salary sacrifice.

By opting into the pension salary sacrifice scheme 'Pensions Plus' I am agreeing to give up the part of my gross Basic Salary which I would otherwise contribute to the pension scheme, in exchange for the Company making the same level of pension contributions on my behalf. I understand that my gross Basic Salary will be reduced accordingly.

I understand that this change will represent a change to my contract of employment with the Company and I hereby agree to this variation.

|                             |  |
|-----------------------------|--|
| Name                        |  |
| Job title                   |  |
| Payroll number              |  |
| Details of lifestyle change |  |
| Signature                   |  |
| Date                        |  |

Please ensure that you retain a copy of this Form for your records.

The original must be sent to:  
**OneHR – Payroll Department**  
Heathrow Business Support Centre  
Carlson House  
Mossland Road  
Hillington  
G52 4XZ

Forms received after payroll cut-off date each month will not be processed until the following payroll month.

| For OneHR use only |                |
|--------------------|----------------|
| Date received      | Date processed |