PENSION SCHEME - FREQUENTLY ASKED QUESTIONS

Q1 WHAT TYPE OF PENSION IS THIS?

A Personal Pension Plan.

Q2 WHO MANAGES THE DIRECTORS UK (DUK) PENSION SCHEME

Hencilla Canworth Limited is the Scheme Administrator; AVIVA the Product Provider.

Hencilla currently administer the Equity Pension Scheme and the Musicians' Union Pension Scheme amongst others.

Q3 WHY HENCILLA & AVIVA?

Hencilla have a proven track record in the industry and researched the pensions market on behalf of Directors UK before selecting AVIVA. AVIVA are financially strong, their funds have excellent past performance, the plan has low charges and is penalty free.

Q4 HOW DOES THE DIRECTORS UK PENSION SCHEME WORK?

- you may make regular premiums by Direct Debit – the minimum monthly premium is £20.
- you can make additional /single payments by cheque, again the minimum is £20.

Q5 I'M ALREADY PAYING INTO A PERSONAL PENSION?

No problem, you can pay into as many Personal Pensions as you like, providing you are not paying in more than is allowed by the HMRC. You should also ask us to review your existing policies to make sure you are getting value for money. This review is offered at a cost of £75.00 for the first plan and £25.00 for each additional plan.

Q6 CAN I STOP AND START MY CONTRIBUTIONS AT ANY TIME?

Yes, you have complete control and there are no charges or penalties for doing so.

Q7 CAN I HAVE "PENSION CONTRIBUTION INSURANCE?"

Yes, this is a separate policy to protect any regular contributions you may be making in the event of ill health. It is very reasonably priced and covers you against not being able to do your normal job – most policies only cover you if can't do any job. If you would like a quote let us know.

Q8 WHERE IS THE MONEY INVESTED?

Initially your contributions will be invested in the AVIVA Mixed Investment (0-35% Shares) Series 6 Fund.

However, AVIVA has a wide range of funds and you may elect to invest in any of these. A fund brochure will be issued to you along with a Key Features Document if and when you request a personal illustration.

Q9 WILL I GET A STATEMENT SO I CAN CHECK ON MY FUND SIZE & PAYMENTS?

Yes, every year a statement will be issued by AVIVA.

Q10 WHEN CAN I BENEFIT FROM THE PENSION?

Currently at any age between 55-75. You don't have to actually retire, just be between those ages. You can take up to 25% of the fund as a tax free cash lump sum and the remainder is used to provide you with an income for life.

Q11 WHAT HAPPENS IF I DIE BEFORE I RETIRE?

The fund you have built up is paid to your Estate without penalty. If you wish, you can nominate specific beneficiaries.

A nomination form is available on request or from the Hencilla website.

Q12 I PAY TAX AT THE HIGHEST RATE; DO I GET EXTRA TAX RELIEF?

Yes, under current rules you may be eligible for higher or additional rate tax relief, but these can change. Any queries relating to tax should be directed to your Tax Adviser or Hencilla if you don't have one. Please note that the Financial Services Authority does not regulate tax advice.

Q13 I AM NOT A UK CITIZEN – CAN I STILL HAVE A PERSONAL PENSION?

Yes, as long as you are resident or ordinarily resident in the UK. In most cases, the benefits from the pension can be paid directly to your bank account in your country of residence. Taxation of benefits may differ from normal. Please speak to your tax adviser for confirmation of these details.

Q14 DO I NEED TO INCLUDE CONTRIBUTIONS MADE TO MY PENSION ON MY TAX RETURN?

Yes, we recommend that when you or your accountant are about to complete your annual return, you contact Hencilla and request a contribution history for the required tax year.

HOW DO I JOIN?

To receive your acceptance declaration, direct debit mandate and personal illustration, complete and return the enclosed Personal Information Form in the pre-paid envelope provided.

You can also fax on 020 8686 5559 or e-mail to duk@hencilla.co.uk

Alternatively speak to us on 020 8686 5050.

HOW TO COMPLAIN

If you have any complaints regarding the pension please write to Hencilla Canworth Limited, Simpson House, 6 Cherry Orchard Road, East Croydon. CR9 6AZ or call 020 8686 5050.

If you have any or doubts regarding the pension you should seek our expert advice. Because this investment may go down as well as up you may not get back the full amount invested. Levels and bases of, and reliefs from taxation are subject to change and depend on the individual's personal financial position.