

# Application to Opt In to the SMART Pensions Arrangement

## Due to Exceptional Circumstances

**Complete forms should be sent to - BAE Systems HR, Fulwood Park, Preston PR2 9NZ**

Due to the following exceptional change in my circumstances I would like to opt In to the SMART Pensions arrangement. (please tick reason box below)

- Pregnancy, birth or adoption of child
  - Marriage or divorce
  - Death of dependant or death of individual on whom employee is financially dependant
  - Change in working hours (unless change is less than 7 hours p.w.)
  - Other exceptional reason to be approved at the discretion of the Company
- (Please detail briefly below)

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I agree that I wish to opt in to the SMART Pensions arrangements and accordingly agree that:

- I will continue to be a member of the pension scheme.
- I will cease to make contributions to the pension scheme direct from my salary (with the exception of additional voluntary contributions)
- There will be an adjustment to my contractual gross pay (by an amount equivalent to the contributions that I would have paid had I not opted-in to the SMART Pensions arrangements)
- My pension benefits (and all other company benefits provided to me) will be based on the reference pay that I would have received had I not opted in to the SMART Pensions arrangements
- That this is a change to my terms and conditions of employment (all other terms and conditions of employment remaining unaffected by this change).
- If i change my mind, i will only be able to opt back out of SMART Pensions during the Annual Option Period - or otherwise during the course of the year in exceptional circumstances with the prior written consent of my employer.
- Changes will take effect in the next available payroll.

I also agree and understand that my employer shall be entitled to withdraw the SMART Pensions arrangements by prior written notice.

Signed: ..... Dated : .....

Print Name: ..... NI Number : .....

Address: .....

### Business HRD Approval

Having considered this application for opting into SMART Pensions due to a change in circumstances – (please tick box as appropriate)

- I approve this application
- I am unable to approve this application for the following reasons

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Signed: ..... Dated : .....

Print Name: ..... Position : .....

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