

## Employee Authorisation Form

About You (please complete in BLOCK CAPITALS)		
Title:	Forename(s):	Surname:
Home Address:		
Date of Birth:    /    /	National Ins No:	Occupation:
Employer Name:		Employee No:
About your R G Carter Group Limited DC Pension Plan		
Contributions		
<p>You agree to make a minimum contribution of <b>4% via Salary Exchange</b>. Salary Exchange is when you agree to reduce your gross salary by the value of your usual pension contribution so that the Firm can make the contribution on your behalf.</p> <p>If you wish to exchange <u>more than</u> 4%, then please enter the total percentage you want to exchange here: _____</p>		
Where contributions are invested		
<p>The RG Carter Group Limited DC Pension Plan is invested by Legal &amp; General. When you join the plan your savings will be invested in the Pathway Fund – Journey Plan 2 by default. You will be able to amend your investment choice after the first contribution has been applied.</p>		
Retirement Date		
<p>You can start taking the benefits from age 55, but your plan will initially be written to a retirement age of 65.</p>		
Declaration please read the declaration below before you sign and date this form		
<ul style="list-style-type: none"> <li>I authorise the Firm to include me in the RG Carter Group Limited DC Pension Plan, to reduce my salary equal to the amount that I wish to contribute via Salary Exchange, to invest the contributions in the fund detailed above and to provide Legal &amp; General with personal information that is necessary to administer my plan.</li> <li>I agree to be bound by the rules of Legal &amp; General, and the terms of the RG Carter Group Limited DC Pension Plan. I understand that I will be sent Policy Documentation by Legal &amp; General.</li> <li>I understand that details regarding eligibility to join the scheme will be sent to me. If I am not eligible or if any of the information about me is incorrect, I will notify Legal &amp; General immediately. I acknowledge that it is a serious offence to make false statements to obtain tax relief on contributions and the penalties for doing so may lead to prosecution.</li> <li>I agree that, in order to administer my plan, Legal &amp; General can (i) act upon reasonable instructions on my behalf from my employer or any adviser appointed by my employer and (ii) disclose any necessary information to any adviser appointed by my employer.</li> <li>I accept responsibility for any losses or expenses resulting from any untrue, misleading or inaccurate information deliberately or carelessly provided by myself, or on my behalf, in this form with respect to benefits from my plan.</li> </ul> <p>Note: All documents received should be checked for errors/omissions and reported to Legal &amp; General within 30 days of receipt. Otherwise your plan will proceed on the basis shown.</p> <p>The information provided to Legal &amp; General that forms part of your application for the RG Carter Group Limited DC Pension Plan will be used to administer and provide you with information about your plan. The information you give may be shared with other companies, financial advisers or agents acting on your behalf. However, your personal information will not be passed to other companies outside of Legal &amp; General unless they have permission to do so, are under a legal obligation or duty to do so, or it is required to provide the services requested.</p>		
Signature:		Date:
<p>Once completed, please return this form to:</p> <p><b>Payroll, RG Carter Technical Services Limited, Drayton, Norwich NR8 6AH</b></p> <p>Or by email to <a href="mailto:payroll@rgcarter.co.uk">payroll@rgcarter.co.uk</a></p>		