Du Pont (U.K.) Limited Pensions Fund
– DC Section

Member Guide

For members of the Du Pont (U.K.) Limited Pensions Fund – Defined Benefit Section

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Member Guide

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About this guide

This guide is produced by Aviva on behalf of the Trustee of the Du Pont (U.K.) Limited Pensions Fund (the Fund), and explains how the DC Section of the Fund works (the DC Section).

You should also read the Investment Guide which can be found online at https://library.aviva.com/aengs133c.pdf. The Investment Guide explains how you can invest your savings and provides useful information on factors to consider when making investment decisions.

Please note that this guide focuses on how you can continue to save for your future through the DC Section. The way the DB Section of the Fund works is set out in a separate guide.

You should note that you are able to take your DC Section Benefits in isolation from, or together with, your DB Section benefits.

You must contact Barnet Waddingham before making any decisions about how to use your overall Fund benefits at retirement. Only high level information about this is contained within this guide.

Barnet Waddingham will also write to you explaining the options you have at retirement.

For more information regarding the benefits you built up in the Fund before the DC Section was set up, please use the contact details below:

- Barnet Waddingham – Email: dupontmembers@barnett-waddingham.co.uk.

If you stop your membership of the DC Section, and then re-join, any DC benefits you build up after a break in membership have to be taken separately from the rest of your benefits (this is explained in more detail on page 12). Please consider this carefully before deciding to stop your membership of the DC Section.

In the event of any conflict between the Trust Deed and Rules (as amended from time to time) of the DC Section and this guide, the Rules will always prevail.

The DC Section is a long-term savings vehicle. The value can go down as well as up and is not guaranteed – you could get back less than has been paid in.

What does the DC Section provide?

Membership of the DC Section offers you a range of valuable retirement benefits as well as some financial protection for you and your dependants.

The DC Section is administered by Aviva on the Trustee's behalf.

Because of the flexible way in which it is designed, the DC Section allows you to be fully involved in planning your future finances – you can choose how much to contribute, where to invest your money and how to use your savings at retirement.

Why should I continue to save for retirement?

These days, individuals can typically expect to live longer than ever before, giving them the time to do the things they never had time to do when they were working.

You may choose not to retire completely, but to continue working part-time. Whatever you decide to do, providing financially for your future is vitally important.

The DC Section provides you with a tax-efficient way to continue saving for your retirement, and importantly, both you and your DuPont employer (the Company) pay into your account within the DC Section making it a great way to build on your existing retirement benefits.

You may choose not to retire completely, but to continue working part-time. Whatever you decide to do, providing financially for your future is vitally important.

How does the DC Section work?

Each member of the DC Section has their own individual Workplace Retirement Account (Account) which both the Company and you pay into. These contributions are invested for you and will remain invested until you decide to retire or transfer your benefits.

The contributions you and the Company pay are invested in funds with the potential to increase in value over the long term. Your contributions are calculated as a percentage of your Pensionable Pay. Pensionable Pay is defined as your Basic Salary plus Shift Allowance (if applicable). A notional Basic Salary is used for members who participate in the Sales Incentive Compensation Plan, as defined in the Trust Deed and Rules of the Fund.

The size of your Account will depend not only on how much you save, but also:

- when you start saving, and the amount of time you have been contributing to your Account
- how you invest, and the investment performance of your Account
- the charges taken from your Account

More information on the investment funds and the charges payable can be found in the Investment Guide.

Paying in

How will contributions be paid into my Account?

Personal contributions

Your employer will deduct any contributions due from your pay and send them together with their own contributions directly to us to be invested for you. Your employer will provide details of the contribution rates. You will be eligible to receive tax relief via this method.

What if I'm temporarily absent from work?

Your contributions and those from the Company will continue to be paid, as long as you continue to be paid.

If you take unpaid leave, all contributions will stop until you return to work, when they will restart. Your membership will remain continuous and any pension savings you have already built up will continue to be invested.

What if I take maternity, paternity or adoption leave?

For further information, please refer to your local Maternity Policy or the DuPont Global New Parent Leave Policy.

Tax relief

Saving for retirement through a pension scheme might not cost as much as you may think.

This is because your contributions are deducted from your pay before income tax, so each £10 you save will only cost you £8 if you pay basic rate tax, or £6 if you're a higher rate taxpayer.

HM Revenue and Customs (HMRC) puts a limit on how much you can pay in to pension schemes each year and receive tax relief. Please see page 17 for more information.

Contribution rates

The DC Section contribution rates are set out below:

Employee Contributions	Company Contributions	Total Contributions
4%*	10%	14%
5%	11%	16%
6%	12%	18%

*This level of contribution is the minimum amount you have to make to your Account.

If contributions are reduced they must not fall below the minimum contribution level (see above). Fewer and/or reduced contributions will reduce the value of your Account potentially available at retirement.

You are able to pay Additional Voluntary Contributions (AVCs) in excess of the employee contribution rates shown on the previous page. Please note that the Company's (core) contribution (excluding transitional contributions) is capped at 12% of your pensionable pay, regardless of how much you choose to pay.

Can I change my contribution rate?

You can change what you pay in at any time, and we would encourage you to review your contributions regularly so you can aim to build up enough savings to meet your retirement goals.

You should think carefully before reducing or stopping your contributions, even for a short while. Not only will you risk not having enough to live on in retirement, you may also miss out on contributions from the Company whilst charges will continue to be taken from your Account.

How your DC Section Account works

Contributions
Contributions paid in by the Company and you

+ or –

Return
Any investment return

–

Charges
Administration, investment & management

=

Savings
Your pension savings

What if I can't afford to save much?

There are a few things you could do:

- Plan to increase your contributions regularly when you have more disposable income.
- Think about other sources of income you may have in retirement. Review your entitlement to the State Pension or pensions from other employers. Some people may receive financial support from their family.
- Plan to retire later. You will have longer to save and give your savings more chance to grow.
- Rethink your target pension income, or perhaps consider working part-time to supplement your pension.
- Think about what you could give up so you can save a bit more.

Pension forecaster

Once your Account has been set up Aviva has a useful tool that lets you add together the different pensions you may have (including DB pensions) and work out how close you will be to your target pension income. You can also see the impact of saving more and moving your retirement age.

Go to: www.avivamymoney.co.uk

Can I transfer a previous pension into my Account?

At the Trustee's discretion, you may be able to transfer a previous pension (including any Additional Voluntary Contributions you have built up in the DB Section) into your Account. There are pros and cons to transferring and it may not be suitable for everyone. To find out more information, please contact Aviva.

Before transferring a previous pension you may wish to speak to a financial adviser. Financial advisers can help you with all aspects of pension planning, although you may be charged for this advice. In some cases you must take advice before you can transfer your benefits.

You can find a financial adviser by visiting the following website:

- www.unbiased.co.uk

Information about pension transfers, other retirement related topics, and what to think about when seeking advice can also be found from:

- **Money Helper:** https://www.moneyhelper.org.uk/

Please note these sites are not provided by the Trustee, the Company or Aviva.

Leaving the DC Section before retirement

What happens if I decide to leave the DC Section before retirement?

You can decide to leave the DC Section at any time.

However, please note that if you leave the DC Section at any point, and subsequently request to re-join, you will normally lose the ability to use any DC benefits you build up after re-joining as part of your overall benefits within the Fund. Please consider this carefully before deciding to cease your membership of the DC Section.

Whilst contributions may stop, charges will continue to be taken from your Account so long as your savings remain invested in one of the DC Section funds.

Leaving pensionable service

If you leave pensionable service, your Account will remain invested in the DC Section fund(s) of your choice until retirement or death. You will also have the right to transfer your Account to another registered pension scheme of your choice.

Can I re-join if I leave the DC Section before retirement?

If you decide to leave the DC Section at any time, you are allowed to re-join from the 1st of the month following receipt of your request provided you are still employed by the Company.

If you leave the DC Section and do not voluntarily re-join, you may also be re-enrolled at a later date in accordance with automatic enrolment legislation.

As stated previously, if you leave the DC Section at any point, and subsequently request to re-join, you will normally lose the ability to use any DC benefits you build up after re-joining as part of your overall benefits within the Fund.

Please also bear in mind that if you leave the DC Section:

- The Company will also stop paying contributions into your Account.
- The State Pension alone is unlikely to be enough to meet your needs in retirement.
- Your pension savings may be lower than if you had stayed in the DC Section.

What if I take maternity, paternity or adoption leave?

The Company must continue to pay their contributions in full whilst you are being paid but your contributions may reduce. You should ask the Company for more information about this.

Benefits at retirement

Six months before your retirement date, you will receive a letter explaining the options available for taking your pension.

Your retirement choices are some of the most important decisions you'll make. The options available within the DC Section are described below.

Because you are a deferred member of the DB Section of the Fund you must contact Barnet Waddingham prior to making any decisions about taking your DC Section Account.

Barnet Waddingham will contact you in advance of your retirement date in order to explain the options you have in more detail. You may wish to speak with a financial adviser before deciding how to take your benefits from the Fund.

When can I take my benefits?

Normal Retirement Date in the DC Section is age 65. If you were a 'special section' member, your Normal Retirement Date is age 62. However, pension benefits can usually be taken at any time after age the minimum pension age – the age at which you take benefits is your choice. The minimum pension age is currently age 55. From 6 April 2028 this will be age 57 unless you have a protected pension age. To find out more visit www.aviva.co.uk/nmpa.

If you are hoping to take your pension benefits early, you should bear in mind that your Account will have had less time to grow, so your pension benefits may be lower.

What options are available to me?

At retirement, you will have flexibility in terms of how and when you take your DB Section and DC Section benefits. Below we have outlined the two main options applicable to you:

1. **Together** – combine your DB Section and DC Section benefits; or
2. **Separately** – take your DB Section and DC Section benefits separately.

Further details on these options are set out below. Please note if you stop your membership of the DC Section, and then re-join, any DC benefits you build up after a break in membership will have to be taken separately from the rest of your benefits (explained further in Option 2).

Option 1. Together – combine your DB Section and DC Section benefits

You have the option to take a tax-free lump sum of up to 25% of the value of your combined benefits (DB Section & DC Section), subject to HMRC limits. When you reach retirement if you take your DB Section benefits on their own and wish to take a tax-free lump sum you will need to give up some of your annual DB pension in exchange.

Alternatively, you can choose to combine your DB Section and DC Section benefits (including AVCs). This means that you can use your DC benefits to fund some or all of your tax-free lump sum and as a result you would give up less (or no) DB pension.

If you still have DC Section benefits once you have taken your tax-free lump sum, you can access these savings using one or a combination of the ways described on page 14.

The example below explains how you can use your DC benefits to fund your tax-free lump sum.

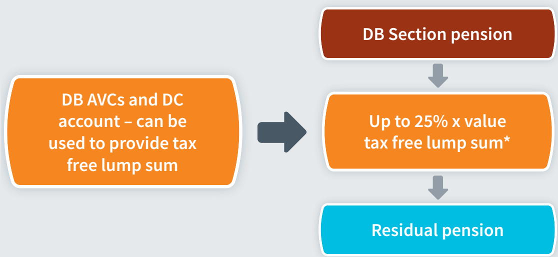
Barnet Waddingham will write to you when you are approaching retirement (or on request) outlining the options you have in more detail – the information contained within this guide is a high level example for illustrative purposes only.

Fred has accrued the following benefits:

- DB Section pension of £8,000 per annum
- DC Section Account fund value of £70,000.

If Fred takes his benefits **separately**, Fred can take a maximum tax-free lump sum from the DB Section of £40,000 and would have to give up £2,000 per annum of his pension to provide this lump sum, leaving a pension payable of £6,000 per annum. (This calculation is for illustration purposes) Fred can separately take up to 25% of his DC Section Account as a tax-free lump sum (ie up to £17,500) giving a maximum tax-free lump sum from both sections of £57,500. Fred can use his remaining DC Section Account fund value of £52,500 in a number of ways as described on page 14.

Alternatively, Fred can take his benefits **together**. In this case, Fred can take a maximum DC section tax-free lump sum of £57,500. All of this amount can be taken from the DC Section Account, so that Fred will receive his full DB Section pension of £8,000 per annum. Again, Fred can use his remaining DC Section Account fund value in a number of ways as described on page 14.



Option 2. Separately – take your DB Section and DC Section benefits separately

The options for taking your DC Section benefits separately are as follows:

You can:

- Use your entire Account to buy an annuity. An annuity is a product that pays a regular income for a period of time or for the remainder of your life. Your annuity will be taxed as pension income through PAYE.
- Take up to 25% of the value of your Account in cash as a tax-free lump sum and use the residual balance to purchase an annuity. Your annuity will be taxed as pension income through PAYE.
- Take some or all of your Account as a cash lump sum. This is known as an Uncrystallised Funds Lump Sum ("UFPLS") - 25% of the lump sum is tax free with the remaining 75% being taxed at your marginal rate. You are allowed to take up to 5 UFPLS within the DC Section.

You are also able to keep your savings invested and take an income as and when required, known as "income drawdown". Please note that this option is not currently available under the DC Section, so you will need to transfer your Account to a suitable arrangement.

Remember, if you don't combine your DC Section benefits with your DB Section benefits, then you will lose the ability to use your DC Section Account towards your overall tax-fee lump sum.

You should contact Barnet Waddingham about your options at retirement and seek financial advice before making any decisions (see page 9).

Information available to you

Pension Wise from MoneyHelper is a free, government-backed service, offering clear, impartial and specialist guidance on your retirement options. If you're aged 50 or over, this service is available to you. Visit www.moneyhelper.org.uk/pensionwise or call 0800 138 3944 for full details of the service.

You may wish to seek financial advice to help you decide what to do with your pension savings. Money Helper have published a consumer factsheet, 'Your pension – it's time to choose', which is available on their website, www.moneyhelper.org.uk. However, this won't provide you with information about using the value of your DC Section Account as part of your overall benefits within the Fund.

Benefits on death

Please note that the following benefits on death are in respect of your membership in the DC Section only. For information on the death benefits applicable to the DB Section of the Fund, please contact Barnet Waddingham.

If you die before you take your pension benefits

If you die before taking your benefits, the money in your Account can be paid out as a lump sum to your dependants or used to buy a pension for them. This is the case whether or not you are still working for the Company at the time of your death.

If you die in retirement

The benefits your dependants receive in the event of your death in retirement will depend on what options you selected when you took your pension benefits.

Nomination Forms

You can nominate who you would like to receive any cash lump sums in the event of your death by completing a nomination form. To obtain a copy of this, please contact Barnet Waddingham. Please note, the Trustee will take your wishes into account but will not be bound by them.

Reviewing your savings

How do I keep track of my Account?

Once you are a member of the DC Section, you can view full details of your Account online at www.avivamymoney.co.uk

Also on the website you can:

- Change the funds in which you are currently invested and/or change where future contributions are to be invested.
- Update your personal details.
- Update your nomination form.
- Change your selected retirement date.
- Use the suite of tools and modellers to help you make decisions about your contributions and investment choices.

You will receive a benefit statement each year, showing:

- How much has been paid in.
- The value of your Account.
- How much your Account could be worth in the future.

If you can't find what you're looking for on the website, please contact Aviva using the contact details on the back page.

Please be aware that the value of an investment is not guaranteed and can go down as well as up. You could get back less than has been paid in.

Your limits

HMRC set limits on how much tax relief you can benefit from, how much you can pay in to your pension schemes – the Annual Allowance, and how much you can take out as retirement benefits – the Lifetime Allowance.

Tax relief

Each year you can get income tax relief on your personal contributions to all registered pension schemes as long as your total gross contributions are not more than the greater of your UK taxable earnings or £3,600 (2021/22).

Annual Allowance

HMRC puts a limit on the total amount that can be paid into all your pension arrangements each year before a tax charge is payable. For the 2021/22 tax year the Annual Allowance is £40,000. Anything paid in above this may incur a tax charge.

Reduced Annual Allowance for those with higher incomes

New rules came into force from 6 April 2016, meaning that your Annual Allowance could be reduced if you satisfy the following criteria:

- Your total taxable income for the 2021/22 tax year is, or exceeds £200,000 (this is known as your threshold income); and
- Your total taxable income for the 2021/22 tax year, plus the value of any pension contributions is, or exceeds £240,000 (this is known as your adjusted income).

If you meet both the conditions above, your Annual Allowance will be reduced by £1 for every £2 of adjusted income over £240,000, subject to a minimum Annual Allowance of £4,000.

You can find out more about the Annual Allowance on the HMRC website at www.gov.uk/tax-on-your-private-pension. If you think you might be affected then you may wish to receive individual tax advice. For more information about tax please refer to a financial adviser.

Money Purchase Annual Allowance

If you flexibly access your pension savings your Annual Allowance in respect of continued contributions to any money purchase pension arrangements will be £4,000 for the 2021/22 tax year. The provider of the arrangement you have accessed will notify you if this applies.

Lifetime Allowance

HMRC puts a limit, called the Lifetime Allowance, on the total amount that can be built up in pension schemes before a tax charge is payable. The Standard Lifetime Allowance is £1,073,100 for the tax year 2021/22. Your Lifetime Allowance reduces each time you take benefits.

If, when you take benefits, or at age 75 if earlier, the value of benefits being taken exceeds your remaining Lifetime Allowance then the excess will be subject to a tax charge.

Your personal Lifetime Allowance may be higher than the Standard Lifetime Allowance, if you have been granted one or more types of protection by HMRC.

You can find out more about the Lifetime Allowance on the HMRC website at www.gov.uk/tax-on-your-private-pension. If you think you might be affected then you may wish to receive individual tax advice. For more information about tax please refer to a financial adviser (see page 9).

Tax details in this document are based on our interpretation of current law and HMRC practice for the 2021/22 tax year. It's important to remember that both the law and HMRC practice can change, and how they affect you will depend on your personal circumstances.

The State Pension

The Pensions Act 2014 created a new single-tier State pension (the new State Pension). The new State pension replaced the Basic State Pension and the Additional State Pension with effect from 6 April 2016.

The new State Pension is payable in full if you have accrued a minimum of 35 qualifying years of National Insurance Contributions, with a proportionate benefit being paid if you have accrued at least 10 qualifying years of National Insurance Contributions.

The full new State Pension is currently £168.60 a week. This will increase each year in line with a pre-determined formula.

To find out more about the new State Pension you can visit: www.gov.uk/new-state-pension.

State Pension Age

The current State Pension Age is:

- 65 for men.
- Between 60 and 65 for women born between 5 April 1950 and 6 December 1953.

The State Pension Age is set to increase over the coming years. To check your State Pension Age, please visit: https://www.gov.uk/state-pension-age.

Help and further information

If you have a question about the DC Section

The Aviva My Money website has lots of useful information, as well as a pension forecaster that helps you work out how to achieve your target pension. Go to www.avivamymoney.co.uk.

If you can't find what you're looking for on the website, please contact Aviva using the contact details on the back page.

If you have a complaint

We hope that any issues can be resolved informally with the Trustee and Aviva.

If this isn't possible, the Trustee have a formal procedure to resolve any complaints or disputes, known as their Internal Disputes Resolution Procedure. Full details of the Internal Dispute Resolution Procedure can be found at: https://library.aviva.com/dupontidrp.pdf

Legal Information

We, the Trustee of the Fund, have taken care to make sure that this guide reflects the Trust Deed and Rules (as amended from time to time) as accurately as possible. It doesn't cover everything and the Trust Deed and Rules will always take priority. This version was published in November 2020. It covers your membership in the DC Section (which is a defined contribution or "money purchase" scheme) and applies to you on joining. If this guide changes and this affects you, we'll let you know.

The information in this guide is based on the Trustee and Aviva's understanding of current legislation, taxation and HMRC practice. These can change without notice.

Registration
This Fund is a registered pension scheme with HMRC for tax purposes under Chapter 2 Part 4 of the Finance Act 2004.

Documentation
Each year the Trustee produces an Annual Report. You may request a copy from us.

Divorce
In divorce cases, courts may take pension rights and benefits into account and may order part of your benefits to be paid to your ex-spouse.

Other benefits
This guide provides information in relation to the DC Section only. For information on the benefits you can expect to receive from your membership in the DB Section, please contact Barnet Waddingham.

Useful organisations

There are a number of organisations that can help you find out more about workplace pension schemes.

GOV.UK

The GOV.UK website – www.gov.uk – is a great source of information from the government. On the website you can find information about pensions and retirement, including the State Pension, Pension Credit, National Insurance in retirement and much more.

Pension Tracing Service

The Pension Tracing Service provides a tracking service for people who have left benefits in pension schemes and also for dependants of members, who have lost touch with previous employers.

The address of the Pension Tracing Service is:
The Pension Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU

Call:
0800 731 0193

Website:
www.gov.uk/find-lost-pension

MoneyHelper

MoneyHelper is an independent service, set up by the government to help people make the most of their money. They offer free and impartial guidance on managing your money and pensions.

Call:
0800 011 3797

Website:
www.moneyhelper.org.uk

Any questions about the scheme or your entitlement under it should be addressed to the Trustee in the first instance.

Pension Wise

Pension Wise from MoneyHelper is a free, government-backed service, offering clear, impartial and specialist guidance on your retirement options. If you're aged 50 or over, this service is available to you.

Call:

0800 138 3944

Website:

www.moneyhelper.org.uk/pensionwise

The Pensions Ombudsman

The Pensions Ombudsman (TPO) investigates complaints of injustice in consequence of maladministration of the scheme. It is available to assist members and beneficiaries in connection with any difficulties they have been unable to resolve with the administrators of the scheme.

The address of the Pensions Ombudsman is:

Pensions Ombudsman Service,

10 South Colonnade, Canary Wharf,
London, E14 4PU

Call:

0800 917 4487

Fax:

020 7821 0065

Email:

enquiries@pensions-ombudsman.org.uk

Website:

www.pensions-ombudsman.org.uk

The Pensions Regulator

The Pensions Regulator is an independent body, accountable to Parliament and the general public. Its main objectives are to protect the benefits of members of work-based pension schemes and to promote good administration. The Pensions Regulator keeps a register of schemes and holds information about the scheme and the employer. It may intervene in the running of schemes where the Trustee, managers, employers or professional advisers have failed in their duties.

The address of the Pensions Regulator is:
Napier House, Trafalgar Place, Brighton,
Sussex, BN1 4DW

Call:
0845 600 1011

Email:
customersupport@tpr.gov.uk

Website:
www.thepensionsregulator.gov.uk

Barnet Waddingham

Email:
dupontmembers@barnett-waddingham.co.uk

How to contact Aviva

Call Aviva on **0345 604 9915** on Monday to Friday between 8.00am and 5.30pm. They may record calls to improve their service. Calls may be charged and these charges will vary; please speak to your network provider.

Visit their website at

www.avivamymoney.co.uk

Email them at

mymoney@aviva.com

Write to them at

Aviva, PO Box 2282,
Salisbury, SP2 2HY

These documents are available in other formats.

If you would like a Braille, large print or audio version of this document, please contact Aviva.

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