



## Get in touch

For further help and information, contact the Pensions Service Centre:

✉ pensions.helpline@royalmail.com

☎ 0345 603 0043  
Mon to Fri 8.30am to 5.00pm

📍 Pensions Service Centre,  
PO Box 5863, SHEFFIELD, S9B 6AB

🌐 royalmailpensionplan.co.uk

For questions about RMSPS benefits visit Capita at royalmailsp.co.uk



**Our ref** Bonusplan Switch Deferred Member  
**Your ref** Member Number

Dear

## Your Bonusplan contributions and fund

You have enquired about moving your Bonusplan accumulated fund somewhere else. This letter includes a form to fill in, to let us know what you'd like to do.

If you are wishing to switch multiple investments, please complete one form per fund.

### Data Protection & Privacy

The information you provide will be used by the administrators of the Royal Mail Pension Plan and third parties involved in running the Plan, in accordance with applicable data protection laws.

For full details of the types of personal data the Trustee holds, how they use that information and who they share it with are set out in the privacy notice on our website which can be found at [www.royalmailpensionplan.co.uk](http://www.royalmailpensionplan.co.uk)

The privacy notice also sets out your rights in connection with the personal data held about you by the Trustee, and who to contact if you want to exercise those rights, make a complaint, or generally have any questions.

If you have any questions, please call us on 0345 603 0043.

Yours sincerely,

**Michael Mayall**

Head of Pensions Services

### Enclosures

- Bonusplan **Switch** Form



## BONUSPLAN SWITCH FORM

(Please use this form if you are no longer paying pension contributions to the the Royal Mail Pension Plan (RMPP))

Name:	
Member Number:	
Contact Telephone Number:	

I authorise my accumulated Bonusplan AVC funds with the RMPP \_\_\_\_\_ fund to be invested as the following percentage percentage in each fund. (Note: Please ensure that your total choices add up to 100%.)

%	RMPP AVC Growth Fund
%	RMPP AVC Balanced Fund
%	RMPP AVC Cautious Fund
%	RMPP AVC Cash Fund
%	RMPP AVC Ethical Global Equity Fund
%	RMPP AVC Shariah Law Fund
%	RMPP Lifestyle Option

### Selected Retirement Age

If you do not complete the box below and are under age 59, you will be deemed to have a selected retirement age of 60. If you are aged between 59 and 64 you will be deemed to have selected a retirement age of 65. If you are over 64 you are deemed to have selected a retirement age of 75. You may choose a different retirement age. If you wish to do so, please enter your selected retirement age in the box below.

<input type="text"/>	<b>Bonusplan Selected Retirement Age</b> (Between age 55 and 75 inclusive)
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The benefits on your annual AVC benefit statement will be projected to your selected retirement age. Additionally, if you have selected the Lifestyle option, the switching period will be determined by your selected retirement age. **The selected retirement age is for AVC purposes only: it does not affect your contractual retirement age.**

### Declaration

I authorise the Pensions Service Centre and Scottish Widows to carry out my instructions as shown above.

Your signature

Today's date

Your name in print

**If any part of this form is incorrect, or incomplete, we'll return this to you, to complete correctly, before we can action your request.**

**Can we phone you if we have a question about your form?**

This can save time, so if you're happy for us to call, please write your phone number.

Telephone number: \_\_\_\_\_