



November 2018

Dear Member

Outline Retirement Process

This document is intended to provide members with an overview of the steps involved in the process of retiring from the AVX Limited Pension Scheme (“the Scheme”). The retirement process is operated by our administrator (Mercer) on behalf of the Trustees.

We appreciate that for many of you retirement may be a long way off but we believe it is worthwhile outlining the process so that you can understand where your input is required to help ensure that when you do come to retire you receive your benefits in a timely manner.

Normal Retirement

Normal Retirement Age (NRA) is the age you can draw your benefits unreduced. The Scheme’s NRA is 65. The process begins at around six months prior to your NRA when Mercer will contact you with a quotation including the associated paperwork required to complete this process. If you wish to proceed with your retirement you will be asked to make a number of decisions including whether you would like to take any tax free cash and how you wish to take your Additional Voluntary Contributions (AVCs) (if you have any). In addition to these decisions you will be asked for other information such as bank details, copy birth/marriage certificates and details of pensions you may have elsewhere. Subject to Mercer receiving your completed paperwork we expect to put your benefits into payment and settle your tax free cash (if you elect for this option) with immediate effect from your NRA.

However, to help us achieve this target, we would be grateful for your co-operation in prompt completion and return of any forms and other paperwork required.

Please note for those members with AVCs we can only disinvest AVC funds once you have reached your retirement age. Therefore we cannot finalise your main Scheme benefits until we are in receipt of your AVCs, so benefits cannot be put into payment until approximately one month after your NRA. We will pay your benefits as soon as possible and in any event your pension will always be back-dated to actual retirement date.

Early or Late Retirement

If you wish to retire earlier or later than your NRA the same process will apply as with normal retirement. We would stress that you should therefore give as much notice as possible of your intended retirement date to ensure that your quotation is produced efficiently. Please note that you are entitled to request one quote per annum. Should you wish to receive further quotes, you will be advised as to the charge.

As a guide we suggest you give us at least six months advance notice of your intention to retire to provide you with a quotation and put your retirement benefits into payment.

We will then adhere to the same timetable as noted above. However, in the event of you being unable to provide us with six months notice we will do our best to ensure your benefits are put into payment as soon as possible.

We hope you appreciate that the retirement process can be complex and there may be unavoidable delays. However we have asked Mercer to keep you informed throughout the process of any likely delays to help manage your expectations.

If there are any queries on this communication or on the Plan in general please contact Lorraine Mech at Mercer using the details below.

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Yours sincerely

Bert Lawrence

For and on behalf of the Trustees of the AVX Limited Pension Scheme