

Investment Option Form

DC Scheme



About you

Miss/Mrs/Ms/Mr/Other: _____ Surname: _____

Forenames: _____

Date of Birth: _____ National Insurance Number: _____

Address: _____

_____ Post Code: _____

Employer: _____

Effective Date

The change(s) detailed in this form are to be effective from: _____

Declaration

The Trustees are the data controller in respect of the personal data they collect about you for the purposes of the data protection legislation. The personal data the Trustees hold will be used by the Trustees and third parties to whom the Trustees disclose the personal data (such as the scheme administrators and other service providers) for the purposes of administering the scheme, including calculating and paying your benefits. The Trustees will also disclose your personal data to Legal & General Assurance Society Ltd, which is a data controller in respect of that personal data and is directly responsible under data protection law for protecting it.

Please read the Trustees' full privacy statement which can be found at www.itb-online.co.uk and is also shown as an appendix to this booklet, for full details, including details of the rights you have in respect of your personal data under the data protection legislation.

I authorise the ITB Pension Funds and its nominated provider to carry out my instructions set out in this form. I understand that my instructions will take effect as soon as possible after receipt of this form, unless an effective date is shown above.

Signed: _____ Date: _____

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Investment Options

You have a number of investment funds in which to choose to invest your own contributions and the contributions your Employer makes. The funds give you access to the four major asset classes (shares, Government and company bonds, property, and cash) and range from low risk to high risk.

If you do not complete this Investment Option Form stating the available fund or funds in which you wish to invest then your contributions, and those made by your Employer, will by default be invested in the Default Lifestyle Investment Option. This invests across a range of investments according to the period to your retirement. You may also actively choose to invest in the Default Lifestyle Investment Option. The Default Lifestyle Investment Option may not be suitable for everyone.

Further details of the funds in which you are able to Invest can be found in the Scheme Member Booklet and on the ITB-Online website (www.itb-online.co.uk).

Completing the form

Section A allows you to make a decision as to whether you invest in one or more of the nine funds available to you, or allows you to choose the Default Lifestyle Investment Option. Simply tick the investment option according to which you wish your future contributions to be invested.

Section B allows you to switch between the nine funds in which you are able to invest.

Please return the completed form to the **ITB Pension Funds Office, 23 King Street, Watford, Herts WD18 0BJ**

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Section A – Investment Decision

I would like to invest my DC Account using the approach indicated below (Please select **either** the Fund Choice or Lifestyle Option).

Fund Choice

With the Fund Choice Option, you can change how your future contributions are invested by completing the table shown below. Please insert the percentage you would like to Invest in each fund in the relevant column.

Fund Code	Fund Type	Fund Name	Your Future Contributions
NRJ3	Global Equity	L& G Global Equity Market Weights 30:70 Index Fund	
3647	Diversified Growth	Standard Life Global Absolute Return Strategies Fund	
NTW3	Multi-asset	L&G Multi-Asset Fund	
NEC3	UK Index-linked Government Bond	L&G Over 5 Year Index-Linked Gilts Fund	
NBR3	UK Fixed Interest Government Bond	L&G Over 15 Year Gilts Index Fund	
NEK3	UK Corporate Bond	L&G AAA-AA-A Corporate Bond (Over 15 Years) Fund	
NEB3	Ethical	L&G Ethical Global Equity Index Fund	
BB43	Shariah	HSBC Life Amanah Fund	
EAB3	Cash	L&G Cash Fund	
Total			100%

Lifestyle Options

A lifestyle strategy is designed to meet member's investment objectives as they go through their career. This involves investing in higher risk/higher rewards funds during what is called a "growth phase" and then moving gradually to lower risk assets as a member approaches retirement. This move to lower risk assets is designed so that at the time a member reaches retirement their pension is invested in a way that aims to meet their retirement objectives.

You are able to choose a target retirement age under the lifestyle strategies, which will determine the funds into which contributions are invested on your behalf and when these investments take place. The target retirement age you select is not binding and can be changed at any point by completing an Investment Choice form. If you do not elect a target retirement age the default age will be set to your 65th birthday.

Fund Code	Fund Name	Tick One Box Only
L9C3	Drawdown Lifestyle Fund (Default Lifestyle Fund)	<input type="checkbox"/>
L7C3	Cash Lifestyle Fund	<input type="checkbox"/>
L8C3	Annuity Lifestyle Fund	<input type="checkbox"/>

My selected retirement age is

Even though this reflects your intentions of when you wish to draw your DC Account, this does not commit you to retiring at this date and you may subsequently change this at any time by completing another Investment Choice Form and returning it to the ITB Pension Funds' Office

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Section B – Switch of Existing Investment

Please confirm below the percentages of the existing investment to be switched, the fund(s) to which the investment is now to be applied and the proportion to be applied to these funds. Please use the example for guidance purposes.

Example A member currently invests 100% of their DC Account in the L&G Cash Fund. They want to switch this investment with 25% into the L&G Multi-Asset Fund and 75% in the L&G Over 5 Year Index-Linked Gilts Fund. This would be shown as:

Investment Fund	% of existing investment to be switched	Fund(s) into which the investment is now to be applied	% of amount being switched to be applied to each new fund
L&G Cash Fund	100%	L&G Multi-Asset Fund	25%
		L&G Over 5 Year Index-Linked Gilts Fund	75%

Investment Fund	% of existing investment to be switched	Fund(s) into which the investment is now to be applied	% of amount being switched to be applied to each new fund
	%		%
	%		%
	%		%
	%		%
	%		%
	%		%

If you require further boxes, please continue on a separate sheet of paper and enclose with the form.