

# Investment Option Form

## DC Scheme



### About you

Miss/Mrs/Ms/Mr/Other: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

### Effective Date

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

### Declaration

The ITB Open Fund DC Section is currently administered by Legal & General Assurance Society Limited (L&G). By signing this, I acknowledge that my employer will pass certain personal data it collects about me to Legal & General, which might reasonably be required by them to manage my DC account. Legal & General will hold and process your personal data for those purposes as the data controller and any enquiries concerning the processing of my personal data in connection with the ITB Open Fund DC Section should be sent to Legal & General at Legal & General Assurance Society Limited, City Park, The Droveaway, Hove, BN3 7PY.

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: \_\_\_\_\_

**Continued overleaf**

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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 on your behalf. 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 Choice Form stating the available fund or funds in which you wish to invest then your contributions, and those made on your behalf by your Employer, will by default be invested in the Default 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 Option. The Default 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](http://www.itb-online.co.uk)).

This Investment Choice Form can be used for those who are/have recently joined the Scheme and for those who wish to switch between funds.

### Completing the form

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

**PLEASE NOTE: If you do not indicate how you wish your contributions to be invested on this form by ticking one of the boxes above, then all contributions paid on your behalf will be invested in the Default Option. You are however able to subsequently switch your investment out of the Default Option into any of the other available funds as you may wish.**

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

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### Section A – Investment Decision

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

#### Fund Choice

With the Fund Choice Option, you can change how your future contributions are invested by completing the table shown on the right.

Please insert the percentage you would like to Invest in each fund in the relevant column.

Fund	Your Future Contributions
Global (part UK/part Overseas) Equity Fund	
Diversified Growth Fund- Standard Life Fund	
UK Index-Linked Government Bond	
UK fixed-interest Government Bond	
UK Corporate Bond	
Multi-asset fund (ITB multi-asset strategy)	
Ethical	
Shariah	
Cash	
<b>Total</b>	<b>100%</b>

### 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.

- Drawdown Lifestyle Fund (Default Lifestyle Fund)
- Annuity Lifestyle Fund
- Cash Lifestyle Fund

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 50% of their DC Account in the Cash Fund. They want to switch this investment to the Diversified Growth Fund and UK Corporate Bond, with 25% into the Diversified Growth Fund and 75% in the UK Corporate Bond. 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
Cash Fund	100%	Diversified Growth Fund	25%
		UK Corporate Bond	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.