

**The British Tourist Boards' Staff Pension and Life Assurance Scheme (the BTB Scheme)**

**Employee Authorisation Form for the DC Section**

Please complete this form after reading the announcement letter which provides further information about the investment options that are available to you and the contribution structure. Please return this form either by email or in person to Tony Murphy ([Tony.Murphy@visitbritain.org](mailto:Tony.Murphy@visitbritain.org)) by Wednesday 28 March.

Name: \_\_\_\_\_

NI Number: \_\_\_\_\_

**1. Please choose investment choice a) or b), not both:**

**a) Default Investment Option** (please tick)

Please remember, with this option your contributions will be allocated between different funds based on your age. Allocation is adjusted as you get closer to your nominated retirement date.

**b) The funds specified in the table below** (please tick)

Fund name	Fund %
L&G Future World Fund	
L&G UK Equity Index Fund	
L&G World ex-UK Equity Index Fund	
L&G Multi-Asset Fund	
L&G Retirement Income Multi Asset Fund	
L&G Cash Fund	
L&G Property Fund	
L&G Ethical Global Equity Index	
L&G Pre-Retirement Fund	
<b>Total</b>	<b>100%</b>

- The Default Investment Option cannot be combined with any other fund
- If choosing b), the total fund % must equal 100%
- Please note, you do not have to select all 9 funds if selecting option b)

**2. Contribution rate**

The default contribution rate for the DC Section will be 5%.

If you would like to contribute at a rate greater than or less than 5%, please add the amount here: \_\_\_\_%.

I authorise VisitBritain to deduct any payments due from my earnings and to forward these to L&G to be invested in line with the investment option set out under 1 above. (Please tick).

- Please note VisitBritain will match the Employee contribution up to 5%.

**3. Salary Sacrifice**

I have read and understood the documentation the Trustees have provided me with regarding the implications of making pension contributions through Salary Sacrifice and confirm that I wish to participate in the salary sacrifice arrangement.

**4. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_