

WISHES LETTER

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|------------|--|----------------------------|--|
| Full name: | | Date of birth: | |
| | | National Insurance number: | |

1. EXPRESSION OF WISH

Without binding them in any way, I would like the Trustee directors to consider the following person(s) when deciding who shall receive any lump sum benefits from the Scheme on my death.

| | | | |
|----------------------------|--|---------------------------|--|
| Full name: | | Relationship to yourself: | |
| Date of birth if under 18: | | Proportion of benefit: | |
| Address: | | | |

| | | | |
|----------------------------|--|---------------------------|--|
| Full name: | | Relationship to yourself: | |
| Date of birth if under 18: | | Proportion of benefit: | |
| Address: | | | |

| | | | |
|----------------------------|--|---------------------------|--|
| Full name: | | Relationship to yourself: | |
| Date of birth if under 18: | | Proportion of benefit: | |
| Address: | | | |

2. ADDITIONAL INFORMATION

Please provide the Trustee directors with any additional information which they may find useful. This might include, for example, how you would like to provide for the care of young children; where you would like the benefit to go should the person/people nominated above predecease you; if you have omitted someone who would typically benefit on your death the reason for this; or if your preferences on this form are different from the provision made by your Will the reason for this.

Please turn over

ADDITIONAL INFORMATION (CONTINUED)

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3. DEPENDANT'S PENSION NOMINATION

| | | | |
|---|--|--|--|
| Full name of dependant: | | Date of birth: | |
| Address (if different from your own) | | Date relationship as husband and wife commenced: | |
| I understand that if I leave a legal spouse the Trustee will not be permitted by law to pay the entire pension to my dependant. | | | |

4. SIGNATURE

I confirm that I understand that this form will be scanned and the personal data on it held electronically by the Scheme's administrators on behalf of the Trustee.

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

COMPLETING YOUR WISHES LETTER

These notes have been prepared to help you to complete a Wishes Letter which will assist the Trustee directors in making the right decision about who should receive the benefits that are payable in the event of your death.

These lump sum benefits provide valuable protection for your family. For example dependants of members of the Scheme who die in service may receive a lump sum of up to four times their salary. Lump sums may also be paid if you leave the Scheme but have not drawn your pension, or in the first five years following retirement. Full details of these protections are given in your Member's Booklet.

There are three parts to the Wishes Letter. The most important by far is the **Expression of Wish** which tells the Trustee directors who you would like to receive the lump sum death benefit that is payable at their discretion.

You can also complete a **Dependant's Pension Nomination** if you are not married or would prefer someone other than your spouse to receive a pension.

If there is any further information that you think the Trustee directors might find helpful you could detail this in the **Additional Information** section.

These three parts and the factors you may wish to consider are described in more detail below.

Part one – Expression of Wish

The Trustee directors have discretion to choose who should receive any lump sum benefits payable following your death. This means that the benefits do not form part of your estate and there is no liability to pay Inheritance Tax. To help the Trustee directors make their decision you can complete the Expression of Wish form so that they can take account of your preferences.

You can name any relation or other individual(s) to receive the lump sum. However, you should keep in mind that the main purpose of the benefit is to provide protection for your family and others who are dependent on you.

If you want the benefit to be paid to a charity you may wish to discuss this first with the charity concerned or with your solicitor to discuss how this can be achieved in conjunction with your Will.

Part two – Additional Information

You can use this section of the form to provide the Trustee directors with any additional information that you may feel is relevant. For example:

- If you have young children how would you like to provide for their upbringing, for example via a Trust which their guardian can access;
- If you would like a Trust to be set up what age would you like your children to be able access the funds and who would you like to be Trustees; or
- If the person you have nominated to receive the lump sum dies before you, who would you then like the lump sum to go to.

Additionally, if you have omitted someone who would typically benefit on your death or if your preferences on this form are different from the provision made by your Will, it would be useful to disclose the reason for this so that the Trustee can understand your intentions. Generally, if there are two conflicting indications of your wishes and no clear reasons for this, the Trustee is usually obliged to rely on the most recent document as this is likely to be reflect your most recent preferences.

Part three – Dependant’s Pension Nomination

The Scheme Rules provide for a spouse’s pension to be payable in addition to the lump sum death benefits. If you are not married when you die the Trustee directors may allocate this pension to a long-term partner if they consider that the relationship is one which closely resembles marriage. Part three of the Wishes Letter allows you to tell the Trustee directors of such circumstances.

You can also use Part three to tell the Trustee directors if you are legally married but your spouse is neither living with nor financially dependent upon you at the date of your death. The Trustee directors have an option to pay a limited pension to your legal spouse and the rest to the person nominated by you. The limited pension is the amount required to satisfy the contracting-out requirements.

Inheritance Tax

Completing a Wishes Letter can be a helpful measure in planning the liability of your estate for Inheritance Tax. This Tax is payable at the rate of 40% on any part of your estate which exceeds a limit of £325,000 (tax year 2018/19). Assets which pass directly to your legal spouse are exempt so their value is deducted from your estate before the Inheritance Tax assessment is made.

Inheritance Tax planning is a complex area and it is recommended that you seek professional advice from a solicitor or tax advisor if you are uncertain of what action to take. The Trustee Directors are not allowed by law to give you financial advice.

GDPR

Personal data (including any special category personal data – e.g. relating to health or sexual orientation) provided on this form will be handled by the Trustee of the Leonardo Helicopters Pension Scheme, as a data controller, and by its authorised third parties, in accordance with applicable data protection law and as described in the Trustee’s Fair Processing Notice, available to view at www.lhpensions.co.uk.

Completion instructions

- Always complete parts one and two of the Letter. You can also complete part three to nominate a dependant to receive a pension.
- When you have completed the Wishes Letter seal it in an envelope marking up your name, Personnel number, NI number, signature, date and the Scheme name “Leonardo Helicopters Pension Scheme”. Please also indicate that the envelope contains your Wishes Letter.
- Return the envelope and Wishes Letter to Leonardo Helicopters Pension Scheme, XPS, Queen’s Quay, Queen Square, Bristol, BS1 4LU.
- Alternatively you can scan a copy of the completed form and email it to LHPS@XPSgroup.com. Please ensure the scan quality is sufficient for all parts of the form to be clearly read.
- You may wish to take a copy of the Wishes Letter for your records.

**REMEMBER IF YOUR FAMILY CIRCUMSTANCES CHANGE YOU SHOULD
COMPLETE A NEW WISHES LETTER**