

Welcome to your Defined Benefit (DB) Section booklet

You can find everything you need to know about your DB pension in the Roche Pension Fund (the Fund) and the key decisions you need to make on your journey to retirement.

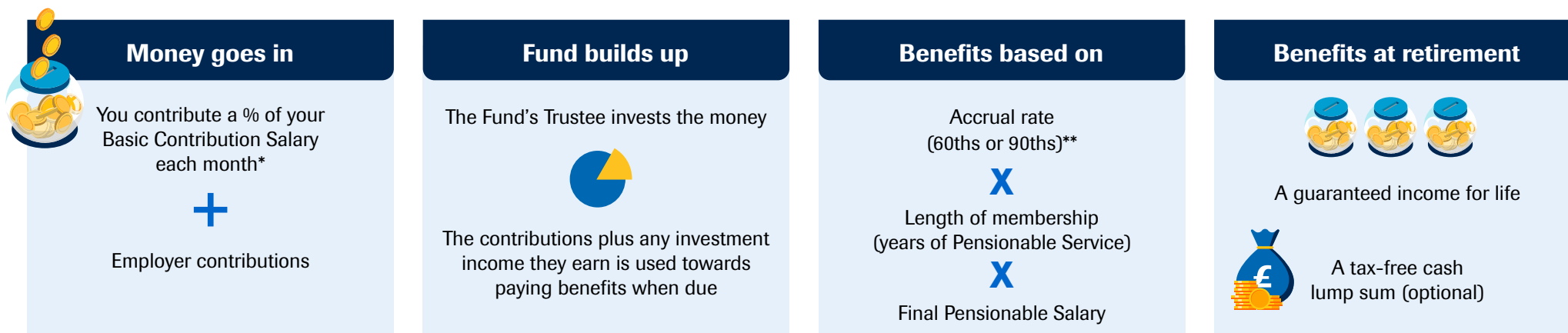
This guide covers:



How the Fund works

As a member of the DB Section of the Fund, you will receive a pension when you retire. The amount of pension (your benefits) that you will receive is linked to:

- your Final Pensionable Salary and the length of your membership – as your service lengthens the benefits you are building up increase, and
- whether your membership is at the Higher Level or Lower Level, which determines your accrual rate (the rate at which your pension builds up).



The main differences between the Higher and Lower Levels of the DB Section:

	Higher Level	Lower Level
You contribute**	5.5%*** of your Basic Contribution Salary	2.5%*** of your Basic Contribution Salary
You get	$\frac{\text{Your Final Pensionable Salary} \times \text{Length of your membership (years)}}{60}$	$\frac{\text{Your Final Pensionable Salary} \times \text{Length of your membership (years)}}{90}$

If you opt out of the Fund for retirement benefits at either the Lower or Higher Levels, you will become a Life Assurance Only member and you will stop building up any retirement benefits.

* If you are enrolled in Salary Sacrifice, your salary is reduced instead of you being required to make contributions to the Fund.

** Please note that other accrual rates may apply under the Fund Rules depending on when you were in pensionable service and whether you transferred into the Fund from another pension arrangement. For information as to whether these different accrual rates apply to you, please contact the Fund administrator (details on **page 39**).

*** These contribution rates (which are referred to throughout this booklet) came into effect from 1 June 2003.

Your contributions & level of membership

The contributions you are currently required to pay will depend on whether you are a Higher or Lower Level member, and whether you participate in Salary Sacrifice.

Member contributions

If you contribute via Salary Sacrifice

If you do not contribute via Salary Sacrifice

Company contributions

Higher Level	Lower Level
<p>You do not make any contributions to the Fund; instead your pay is reduced, currently by 5.5% of Basic Contribution Salary.</p> <p>The real cost of membership of the Higher Level to you is lower than 5.5% of your Basic Contribution Salary because the reduction in your pay under Salary Sacrifice reduces both the amount of your tax and National Insurance contributions.</p>	<p>You do not make any contributions to the Fund; instead your pay is reduced, currently by 2.5% of Basic Contribution Salary.</p> <p>The real cost of membership of the Lower Level to you is lower than 2.5% of your Basic Contribution Salary because the reduction in your pay under Salary Sacrifice reduces both the amount of your tax and National Insurance contributions.</p>
<p>You currently contribute 5.5% of Basic Contribution Salary.</p> <p>The real cost of membership of the Higher Level to you is lower than 5.5% of your Basic Contribution Salary because of the tax relief given on pension contributions. Your contributions are deducted from your salary before tax is calculated so you receive immediate tax relief.</p>	<p>You currently contribute 2.5% of Basic Contribution Salary.</p> <p>The real cost of membership of the Lower Level to you is lower than 2.5% of your Basic Contribution Salary because of the tax relief given on pension contributions. Your contributions are deducted from your salary before tax is calculated so you receive immediate tax relief.</p>
<p>The Company pays the costs of providing benefits after taking into account contributions from members.</p> <p>The Company's contributions are determined by agreement with the Trustee after taking the advice of the Fund Actuary, who carries out regular reviews of the financial position of the Fund.</p>	



Cost of membership

The cost of membership for the Fund will depend on your Basic Contribution Salary and your level of membership.

Members at the Higher Level contribute 5.5% of their Basic Contribution Salary a year compared to 2.5% at the Lower Level. Here's an example of how much a member would pay for both types of memberships whose Basic Contribution Salary is £20,000 a year.

	Higher Level	Lower Level
Gross contributions	5.5% x £20,000 = £1,100 a year	2.5% x £20,000 = £500 a year
(-) Tax relief	£1,100 x 20%* = £220 a year	£500 x 20%* = £100 a year
Cost of membership	£1,100 - £220 = £880 a year or £73.30 a month	£500 - £100 = £400 a year or £33.30 a month

*Assuming the basic rate of tax of 20p in the £1 and using the Lower Earnings Limit applicable for the tax year 2020/21. If the member were a higher-rate taxpayer, the tax relief would be 40p in the £1 and for an additional-rate tax payer, 45p in the £1.

Life Assurance Only members do not contribute to the Fund and pay their full rate of National Insurance contributions instead of membership costs.



How are your contributions invested?

The contributions paid by members and the Company are paid promptly to the Trustee for long-term investment.

Responsibility for the proper investment of funds rests with the Trustee, although it delegates the day-to-day investment decisions to independent investment managers. The managers work within the guidelines set out in a document prepared by the Trustee called the Statement of Investment Principles. You can find a copy of the Statement of Investment Principles at retirement.fidelity.co.uk/about-workplace-pensions/investing/costs-and-charges/RCHE

Legislation prohibits assets of the Fund from being invested in the Company.

Who manages your pension?

The Fund has been established under Trust so that the assets and liabilities are kept entirely separate from the Company. It is managed by Roche Products Pension Trust Limited (the Trustee), which is a corporate trustee and the Trustee Directors are responsible for running the Fund.

The Trustee appoints several professional advisers to assist in the smooth running of the Fund. The Trustee is required to produce an annual report about the Fund, including details of the Fund's accounts.

The names of the current Directors of the Trustee and the Trustee's advisers are available from the People & Culture Reward Team. They also appear in the regular Trustee's Report to members.



Changing your membership level in the Fund

If you are currently a Higher Level member

It is possible for you to switch to the Lower Level.

This would mean that while you pay less, your future pension under the DB Section would build up at a slower rate.

To change Level, you must give at least one calendar months' notice in writing to the People & Culture Reward Team of your intention to switch (contact details on **page 39**), so that the necessary administrative arrangements may be completed.

You can switch again but must leave at least twelve months between switches.

If you are currently a Lower Level member

You have the opportunity to build up Higher Level benefits.

This would mean that while you pay more, your future pension under the DB Section would build up at a faster rate.

If you are switching from the Lower Level to the Higher Level, you will be asked to complete a declaration of health.

To change Level, you must give at least one calendar months' notice in writing to the People & Culture Reward Team of your intention to switch (contact details on **page 39**), so that the necessary administrative arrangements may be completed.

You can switch again but must leave at least twelve months between switches.



Contributing more

You can choose to contribute more to increase your retirement benefits either through Additional Voluntary Contributions or through Bonus Choice.

Additional Voluntary Contributions (AVCs)

You can choose to pay AVCs to increase your retirement benefits.

Paying additional contributions is a tax-efficient means to save for a retirement income, as AVCs receive the same favourable tax treatment as your regular contributions to the DB Section.

Any regular AVCs you make through payroll to investment funds administered by Fidelity will be made via Salary Sacrifice.

This means that your pay will be reduced by the amount of the AVC you wish to make, and this amount will be paid into your AVC Account by the Company instead. In that way both you and the Company will pay lower National Insurance contributions. You can change the amount of your AVC either through the Flex Benefits Provider website once a year starting mid-November, or on an ad-hoc basis via payroll. Any non-regular AVCs you pay that are not via payroll (lump sum contributions by cheque for example) cannot be made via Salary Sacrifice and therefore will not lead to a saving in National Insurance contributions.

- **If you are on the Lower Level of benefits**, you may wish to consider switching to the Higher Level rather than paying AVCs.
- **If you are already on the Higher Level of benefits** or you have switched to the Higher Level, you may wish to increase your benefits further still.

Why should you consider paying AVCs?

AVCs are particularly useful if you want to build up additional pension and/or you may:

- have had periods of non-pensionable employment;
- have earnings or benefits that are not eligible for contributions into the Fund (such as overtime or annual bonus);
- have built up benefits at the Lower Level in the past;
- have changed employer; or
- intend to retire early.



Contributing more

How does DB AVC investing work?

AVCs are paid into an AVC Account in the Fund, which is set up in your name.

Your AVCs will be automatically invested in the Roche Lifestyle Strategy Targeting Cash, which is the default option for AVC members. More about the different ways of investing is set out below:

- **The Roche Lifestyle Strategy Targeting Cash** is an investment strategy that moves your funds between different types of assets over time, focusing on return-seeking assets in the earlier years and then moving towards assets which better match the way you would like to take your benefits in the years leading up to retirement. This investment strategy assumes that you will take all your funds as cash at retirement.
- **The Roche Lifestyle Strategy Targeting Annuity** is an investment strategy that assumes you will buy a regular, guaranteed income for life (an annuity) at retirement.
- **The Roche Lifestyle Strategy Targeting Income Drawdown** is an investment strategy that assumes you will withdraw your funds as and when you need (drawdown) at retirement.
- **The Self-select options** are designed for members who wish to actively manage investing their AVC Account. You have a range of funds to choose from, including individual funds and Lifestyle strategies. You can decide how much to invest in each fund that you select.

The Lifestyle Strategies are pre-set investment strategies which aim to grow the value of your pension savings when you are younger and gradually switch to lower-risk funds as you approach retirement. They are a great option for members who want less involvement with their investments because they can make choices based on what they hope to achieve, rather than focusing on investment specifics like underlying assets, funds and funds managers. As the Lifestyle Strategies follow a pre-determined set of investment choices, they may not be suitable for all members and you should review how these Strategies will allocate your savings before making a choice.

Bonus Choice

Bonus Choice gives you the opportunity to pay some or all of your annual bonus for a Company contribution into your AVC Account. Even though it is paid into your AVC Account, you can choose to invest this contribution differently from any AVCs you contribute if you wish to do so. You can find more details in your Bonus Choice booklet, available on the intranet.

Find out more about DB AVC investing
Read the DB AVC investment booklet [here](#)



If you wish to start contributing regular AVCs via payroll, log onto the Fidelity website at planviewer.co.uk

If you wish to pay a non-regular lump sum AVC via payroll, you need to complete the Additional Voluntary Contribution (AVC) form and return it to the People & Culture Reward Team

Download the form here

Tax relief limits and earnings cap

Annual Allowance (AA)

Pension savings (including any AVCs) in a tax year must not exceed the AA set by HM Revenue & Customs in order for them to be free of tax. The standard AA for the current 2020/21 tax year is £40,000. Your AA may be lower than this if your threshold income (i.e. your net income without pension contributions) is higher than £200,000 or if you are drawing income under one of the flexible retirement options.

The AA is measured over the Fund's Pension Input Period, which is 6 April to 5 April. You can check the AA value of your pension savings in the 2019/20 tax year as follows:

Step 1	Step 2	Step 3	Step 4
Multiply your accrued pension* from the previous tax year by Consumer Prices Index (CPI) inflation in September to calculate your 'adjusted pension'	Take your adjusted pension figure (from step 1) and subtract your accrued pension* for this tax year	Multiply this difference (from step 2) by 16 to get your AA pension savings value (before any AVCs) If you don't have any AVCs, you simply need to check that this value is lower than your AA limit	If you do have AVCs, you will need to add the value of any AVCs you have paid into the Fund over the tax year to your answer from step 3. You now simply need to check that this value is lower than your AA limit. You can find information about the AVCs you have contributed by logging into the Fidelity website at planviewer.co.uk

*You can find your accrued pension value in your benefit statements.

Please note: It is your responsibility to monitor the build-up of your pension benefits and pay tax on any amounts you build up over the AA. You will be notified after the end of the tax year if you have exceeded the AA in the Fund.



What if you exceed the Annual Allowance?

If you exceed the AA in any tax year, you will be liable to pay income tax at your marginal rate on the excess, unless you have sufficient carry forward of unused AA from the previous three tax years. If you have exceeded the AA you may be able to use any carry forward to offset the excess.

You may be able to pay your AA tax charges through the Fund, via Scheme Pays (see [page 10](#)).

You can request details of your pension savings with the Fund in the previous three tax years from the Fund administrator, Willis Towers Watson (details on [page 39](#)).

Remember that you also need to take into account the amount of any contributions that have been made to any other pension arrangements by you or an employer on your behalf.

Tax relief limits and earnings cap

Scheme Pays

Mandatory Scheme Pays allows the AA charge to be paid out of your pension from the Fund, rather than by you personally, so you don't have to find the money to pay for any charges. It can only be used when the AA is exceeded.

It can be used where:

- The AA charge in a tax year exceeds £2,000; and
- The increase in value of your pension over the tax year exceeds the AA for that year.

If you wish to use the mandatory Scheme Pays facility in a tax year, you must notify the DB Section Fund administrator, Willis Towers Watson, no later than 31 July in the tax year after the tax year to which the AA charge relates. For example, if you exceeded the AA in 2019/20, you would have until 31 July 2021 to request that the AA charge is paid by the Fund.

You can choose to use voluntary Scheme Pays if you do not meet the above criteria, as long as the tax charge exceeds £2,000. If you wish to use the voluntary scheme pays facility in a tax year, you must notify the DB Section Fund administrator, Willis Towers Watson, no later than 30 November in the tax year after the tax year to which the AA charge relates. For example, if you exceeded the AA charge in 2019/20, you would have until 30 November 2020 to request that the AA charge is paid by the Fund.



*For more information about Scheme Pays, please contact the DB Section Fund administrator, Willis Towers Watson (details on **page 39**).*


Tax relief limits and earnings cap

Lifetime Allowance (LTA)

The LTA is the maximum total value of pension benefits that you can build up tax efficiently during your lifetime from all sources set by HM Revenue & Customs.

The LTA is set at £1,073,100 for the current 2020/21 tax year. If your pension savings exceed the LTA, your excess benefits will be taxed currently at 55%, if taken as a lump sum, or 25% if it is taken as additional pension (the remaining pension will itself be subject to income tax when paid).

You can calculate the LTA value of your pension savings as follows:

If you have DB savings	If you have DC savings	If you have both DB and DC savings
<p data-bbox="302 837 398 877">20 x</p> <p data-bbox="203 885 495 949">estimated annual pension after tax-free lump sum</p> <p data-bbox="324 965 369 1013">+</p> <p data-bbox="152 981 235 1093"> tax-free lump sum</p>	<p data-bbox="750 837 974 877">Total value</p> <p data-bbox="734 885 990 989">of your DC funds (DC Section, all AVCs, any personal pensions)</p>	<p data-bbox="1232 869 1467 901">DB savings</p> <p data-bbox="1355 917 1400 965">+</p> <p data-bbox="1288 981 1467 1029">DC savings</p>

Earnings Cap

There is a cap on the amount of earnings that are taken into account when:

- calculating the contributions that you are required to pay as a member of the DB Section; and
- the benefits that you will eventually receive (including death benefits).

The cap for 2020/21 is £170,400. You may pay AVCs on your earnings above the cap. The cap does not apply if you joined the DB Section before 1 June 1989.

The AA and LTA limits can change every year.

Find out the latest AA and LTA limits at www.gov.uk/tax-on-your-private-pension



If you would like to know your own personal tax impact, you should seek impartial advice from an independent financial adviser. You can find a financial adviser in your area at www.moneyadvice.org.uk

Opting out of the Fund

Membership of the Fund is optional, so you can choose to stop building up retirement benefits at the end of any calendar month. However, you will not be able to re-join the DB Section of the Fund if you choose to leave. You will need to notify the People & Culture Reward Team of your intention to opt out by the end of the preceding calendar month.

Opting out may substantially reduce your retirement income. Additionally, you will no longer be covered for the full range of death benefits.

The other consequences of opting out include:

- A reduction in your life cover (from four times to twice your Basic Contribution Salary)*;
- The loss of the benefit of Company contributions (the Company will not contribute to any personal pension arrangements you may have).

If you opt out, then you will only have the option of joining the DC Section of the Fund in the future. You can join the DC Section of the Fund at any time on My Total Roche.

To comply with Government legislation, you will automatically be assessed against the automatic enrolment requirements once every three years. If you satisfy those requirements, then you will automatically join the DC Section of the Fund. If you still do not wish to be a member of the DC Section of the Fund then you will need to opt out again.

*You may choose to increase your cover, at an additional cost, up to 6x your Basic Contribution Salary through the Roche flexible benefits plan – My Total Roche. You can only increase your level of cover by 1x your Basic Contribution Salary at any one time.

Important to note before opting out

Opting out or leaving the Fund would mean:

- **your retirement income may substantially reduce.**
- **the Company will not make contributions** to any other pension arrangement.
- **you will miss out on valuable employee benefits.** You will no longer be covered for the full range of death benefits, including a reduction in your life cover.
- **you would not be able to re-join the DB Section of the Fund.**

*If you wish to opt out of the Fund, please inform the **People & Culture Reward team**.*

*See contact details on **page 39***



Taking your benefits

When you retire you will receive a pension (a regular income) based on the Higher or Lower Levels, or a combination of the two if you have separate periods of membership at each Level.

Once in payment, your pension will increase annually to help offset the effects of rising prices.

Remember, the Basic State Pension is currently payable in addition to your pension from the Fund once you reach State Pension Age provided you have the appropriate National Insurance contribution record. Also, if you have any other pension benefits built up outside of the Fund, for example with previous employers, these are also payable on top of your Fund benefits.

How your pension is calculated at normal retirement

As an example, a member has a Final Pensionable Salary of £17,000 a year. They retire at age 65 (Normal Retirement Age) having completed 20 years' membership of the Fund. Their pension will be calculated differently based on their level of membership in the Fund, as shown in the table below.



	Higher Level	Lower Level
Pension calculation	$\frac{\text{Final Pensionable Salary} \times \text{Length of membership until age 65 (years)}}{60}$	$\frac{\text{Final Pensionable Salary} \times \text{Length of membership until age 65 (years)}}{90}$
Pension at normal retirement	$\frac{(17,000 \times 20)}{60}$ <p>= £5,667 a year</p>	$\frac{(17,000 \times 20)}{90}$ <p>= £3,778 a year</p>

Taking your benefits

Payment of your pension

Your pension will be paid monthly in arrears by credit transfer into your bank or building society account. Your pension will be taxed under the PAYE system and is payable for life. If you retire part way through the month, the first payment will be a proportionate amount to cover the period from retirement to the end of the month. Similarly, if you die in retirement part way through a month, a proportionate payment will be made up to the date of your death.

Pension increases

Pensions (whether paid to retired members or their Dependants) are guaranteed to increase in line with the increase in price inflation up to 5% a year for pensionable service before 1 April 2010.

Pension in respect of your pensionable service after 31 March 2010 is guaranteed to increase in line with price inflation up to 2.5% a year. The increases are awarded on 1 April each year. For the purposes of working out pension increases, the measure of price inflation currently used is the Consumer Prices Index (CPI).

If you were a member before 6 April 1997, part of your pension will increase at a lower rate.

See [page 33](#)

Did you know?

The way in which your Final Pensionable Salary is calculated was changed in February 2005. Prior to this date, your Final Pensionable Salary was taken to be your Basic Contribution Salary. It is now calculated as your Basic Contribution Salary averaged over the 36 months prior to your retirement. However, your pension built up before 1 February 2005 will be protected so that it will be no less than it would have been if you left on that date (the 'underpin'). Your benefits after 1 February 2005 will be in addition to this underpin.



Choosing how you take your benefits

You can choose to give up a part of your pension in exchange for a cash sum (and this is currently paid free of tax). If you want more flexibility with taking your retirement income, you also have the option to transfer your benefits out of the Fund to access your pension savings as a regular, guaranteed income for life (an annuity), withdraw income as and when you need it (drawdown), or as a single cash lump sum or a combination of these.



Exchanging part of your pension for a cash lump sum

When you retire, you may have the opportunity to exchange part of your pension for tax-free cash. You are able to take up to 25% of the value of your pension from the DB Section as tax-free cash. This amount includes any AVCs you may have invested, or any contributions made via Bonus Choice.

The actual calculation of your maximum tax-free cash is complex. You will be provided with an illustration of this amount when you approach retirement.



Transfer your benefits out of the Fund

You may also choose to transfer your benefits out of the Fund and access your pension savings using one or a combination of the following options:

Buy a regular, guaranteed income for life (an annuity)



Withdraw income as and when you need it (drawdown)



Take a single cash lump sum



Should you wish to, you can mix-and-match from the options above. For example, you can take some cash up front (lump sum option), buy an income for life to cover the basics (annuity) and draw down the rest of your pension savings – it's entirely your choice.

We strongly recommend that you get guidance and/or advice if you're thinking about transferring your pension. In fact, if your transfer value is £30,000 or larger, you have to take advice to transfer out of the Fund. Once you transfer out, you cannot re-join the DB Section of the Fund.

Choosing when you retire

You have various options on when and how you chose to retire.

Retire at your Normal Retirement Age of 65*

You can retire from 65, this is your Normal Retirement Age*.

However, there are opportunities to retire earlier or later.

*If you are female and left service before 1 December 1990, your Normal Retirement Age is age 60.

Retire earlier than 65 (Voluntary early retirement)

You may be able to start to draw your pension earlier than age 65, but no earlier than age 55 (or age 50 if you have a protected pension age). If you do take your pension early, it will be reduced (to take account of early payment) as follows:

- Any pension in relation to service you built up **before 1 February 2005** will be reduced by reference to age 60.
- Benefits built up between **1 February 2005 and 31 March 2010** will be reduced by reference to age 62.
- Pension built up **after 1 April 2010** will be reduced by reference to age 65.

With Company agreement you can also draw your DB Section pension early and continue to work for Roche. You will not be able to build up further benefits under the DB Section, although you will have the option of joining the DC Section of the Fund.

Your pension on early retirement will tend to be lower than that payable on normal retirement for three reasons:

- It is based on your **Final Pensionable Salary at your early retirement date** (which is likely to be lower than it would be at normal retirement);
- It is based on your **completed Pensionable Service only** (not the Pensionable Service you could have completed up to normal retirement); and
- **It will usually be reduced** to take account of the longer period over which it will be paid (this is known as the 'early retirement reduction'). Read more about how early retirement reduction works on the next page.

Retire later than 65 (Late retirement)

If you remain in service past your Normal Retirement Age, you have a number of ways to take your pension and you will be required to choose an option up to six months before your Normal Retirement Age. The options are:

- 1. Start drawing your DB pension whilst you continue to work (default option unless you choose an alternative).** This means you cannot build any more pension within the DB Section of the Fund. However, you may join the DC Section of the Fund for the remainder of your employment with Roche.
- 2. Postpone drawing your pension, stop building up DB pension in the Fund and receive a late retirement increase.** You will not build up any more pension benefits in the DB Section of the Fund, in which case your Normal Retirement Pension will (in respect of any pensionable service up to 14 June 2012) be increased by the Trustee, on the advice of the Fund Actuary, to take account of the period between Normal Retirement Age and the date on which you actually retire and you may join the DC Section of the Fund.
- 3. Continue building up pension in the Fund, with an underpin.** The underpin means that if you choose this option and this results in your pension being less than it would have been had you chosen option 2 above, then the underpin ensures that pension paid to you under this option 3 will be no less than that paid under option 2.



Early retirement reduction

The amount of reduction will be determined by the Trustee on the advice of the Fund Actuary and will depend on your age at retirement. The People & Culture Reward Team will be able to advise you on the extent of the reduction to your pension. An example of the early retirement pension calculation is shown on the next page.

Tax relief limits for early retirement

As with all benefits from the Fund, the Lifetime Allowance set by HM Revenue & Customs will apply (see **page 11**). You may also have the option of exchanging part of your pension for cash on retirement (as described on **page 15**). Early retirement pensions increase in the same way as pensions taken at Normal Retirement Age (as described on **page 14**).

Impact of early retirement on Dependant's benefits

You should note that the benefits payable to your Dependants after your death are based on the pension you would have received had no early retirement reduction been applied and before any part of your pension was exchanged for cash.



How your early retirement pension is calculated

As an example, a member has completed 20 years' membership of the Fund at the Higher Level and has a Final Pensionable Salary of £20,000 a year. The member decides to take early retirement on their 60th birthday. They started working for Roche on 1 April 2000 and it is now 31 March 2020. The table shows how their annual pension would be calculated.

	Service before 1 February 2005	Service between 1 February 2005 and 31 March 2010	Service from 1 April 2010 onwards
Length of membership	1 April 2000 to 31 January 2005 = 4 years 10 months	1 February 2005 to 31 March 2010 = 5 years 2 months	1 April 2010 to 31 March 2020 = 10 years
Earliest age for payment of pension without reduction	60	62	65
Number of years actuarial reduction to apply for early payment	None	62 – 60 = 2 years	65 – 60 = 5 years
Actuarial reduction factor*	None	0.906	0.791
Early retirement pension	$\frac{20,000 \times 4 \frac{10}{12}}{60}$ = £1,611 a year	$\frac{20,000 \times 5 \frac{2}{12} \times 0.906}{60}$ = £1,560 a year	$\frac{20,000 \times 10 \times 0.791}{60}$ = £2,637 a year
Total early retirement pension on 60th birthday		£1,611 + £1,560 + £2,637 = £5,808 a year	

*These are the current factors used to calculate early retirement pensions. Different factors apply to retirement at other ages. All factors are subject to review every three years. In this example the member is retiring whilst still working for Roche. Different factors would apply on early retirement had the member left Roche with a deferred pension before taking retirement.

Please note: The example calculation has been simplified with the aim of illustrating in a straightforward manner how key benefits are calculated. All benefits from the Fund are individually calculated and checked against HM Revenue & Customs allowances.

If you leave the Company

You will have two options on what you can do with your benefits that have built up in the Fund; you can either keep your pension in the Fund as a deferred pension or transfer the value of your pension to another registered pension scheme.

Becoming a deferred pensioner

You can choose to leave your benefits in the Fund until you reach Normal Retirement Age, or take your benefits early or late.

Your pension will be calculated in the same way as described on **page 13**, using your Final Pensionable Salary and completed Pensionable Service at the date of leaving. Your deferred pension will be revalued in line with statutory increases between your date of leaving and date of drawing your pension. Once in payment it is increased as outlined on **page 14**.

You will have the same range of options as a member retiring from service, where you may be able to exchange up to 25% of the value of your pension for cash and you can opt to receive your pension earlier, or later, than age 65 (see **page 16 & 17**) or, depending on your circumstances, an ill-health pension (see **page 28**).

Note that if you choose to retire early as a deferred member, the way your early retirement pension is calculated will be different to if you were an active member.

Transfer of benefits

You can choose to transfer your benefits from the Fund into another registered pension scheme. However, we strongly recommend that you take independent financial advice before making this decision. If the value of your benefits exceeds £30,000 you are required under legislation to take advice if you are transferring to a defined contribution arrangement. Your transfer value will be equivalent in value to the benefits you would otherwise be entitled to under the DB Section. It must be calculated in accordance with certain statutory principles.

You can request a transfer quote at any time after you have stopped being an active member of the Fund (until age 64, which is one year before your Normal Retirement Age). After that, the Fund offers non-statutory transfer quotes from within 1 year of your Normal Retirement Age and beyond. Note that you can only request one transfer quote in a 12-month period.

The amount of the transfer payment can vary from time to time, but it will be guaranteed for a period of three months from the effective date on which it is calculated.



Your pension built up before 1 February 2005 is protected

See page 14

Keep us updated

It is important that you keep Willis Towers Watson informed of any changes in your name, address and/or marital status, particularly if you have left service.

Request a transfer quote from the Fund administrator, Willis Towers Watson

See **page 39** for contact details

Benefits for your Dependants

Benefits will be payable to your Dependants under the following circumstances:

You die while working for Roche before Normal Retirement Age (age 65)	You die while working for Roche after Normal Retirement Age	You die between leaving Roche and before you retire (as a deferred member)	You die during retirement	You are unable to work due to serious illness
<ul style="list-style-type: none">• Cash sum• Dependant's pension• Children's allowance	<ul style="list-style-type: none">• Cash sum• Dependant's pension• Children's allowance	<ul style="list-style-type: none">• Dependant's pension• Children's allowance	<ul style="list-style-type: none">• Dependant's pension• Children's allowance	<ul style="list-style-type: none">• Draw an early pension• Serious ill health lump sum (if statutory requirements met)

Please note: the example calculations in this section have been simplified with the aim of illustrating in a straightforward manner how key benefits are calculated. All benefits from the Fund are individually calculated and checked against HM Revenue & Customs allowances.



If you die while working for Roche before Normal Retirement Age (65)

The following benefits will be payable:

Cash sum

A cash sum of four times* your Basic Contribution Salary at the date of death will be paid.

If you opted out of the DB Section for retirement benefits, you will continue to be covered for a life assurance benefit. The benefit payable is a cash sum of twice** your Basic Contribution Salary at the date of death.



For example, a member dies with a Basic Contribution Salary of £20,000 at their date of death. The cash sum payable will depend on their membership of the Fund:

	Higher Level	Lower Level	Life Assurance Only member
Calculation	4 x Basic Contribution Salary	4 x Basic Contribution Salary	2 x Basic Contribution Salary
Cash sum	£80,000	£80,000	£40,000

*You may have the option to flex this to up to eight times your Basic Contribution Salary through My Total Roche.

**You may have the option to flex this to up to six times your Basic Contribution Salary through My Total Roche.

The Trustee has discretion about who receives the cash sum

See **page 29**

Dependant's pension

A pension will be payable to your surviving spouse (i.e. widow or widower) or civil partner.

If you do not leave a surviving spouse/civil partner, the Trustee has discretion to pay this pension to other Dependents. The Dependant's pension (in total) will be equal to two-thirds of the pension that you would have received had you continued in Pensionable Service until age 65 on your Final Pensionable Salary applicable at the time of death and had you continued paying contributions at the rate you were paying at the date of death.

If you leave a surviving spouse or civil partner, the Dependant's pension will always be paid to that surviving spouse or civil partner rather than to another Dependant. However, in some circumstances if the member leaves a surviving spouse or civil partner who had been separated from the employed member during their lifetime, the Trustee may divide the pension which would otherwise be payable to the spouse or civil partner between the spouse/civil partner and any Dependant(s).

Dependants of Life Assurance Only members will not be entitled to a Dependant's pension.



For example, a member dies at 45 with 10 years' Pensionable Service with a Final Pensionable Salary of £20,000 at their date of death. Potential Pensionable Service is 30 years (10 years already completed, and 20 years up to age 65).

	Higher Level	Lower Level
Pension calculation	$\frac{\text{Final Pensionable Salary} \times \text{Length of membership until age 65 (years)}}{60}$	$\frac{\text{Final Pensionable Salary} \times \text{Length of membership until age 65 (years)}}{90}$
Pension	£10,000 a year	£6,667 a year
Dependant's pension calculation	$\frac{2}{3} \times \text{Pension}$	$\frac{2}{3} \times \text{Pension}$
Dependant's pension	£6,667 a year	£4,444 a year

Find out more about the payment of your Dependant's pension

See page 29

Children's allowance

A children's allowance of 1/8th of the Dependant's pension will be payable for each child, up to a total of four children. If you do not have a surviving spouse (i.e. widow or widower) or civil partner and no Dependant's pension is payable, the children's allowance will be trebled.

If you leave four or more children, the maximum amount of the children's allowance will be split equally between them all (this equates to one half of the Dependant's pension).

Children of Life Assurance Only members will not be entitled to a Children's allowance.

	Higher Level	Lower Level
Dependant's pension	£6,667 a year	£4,444 a year
Children's allowance calculation	$\frac{1}{8}$ x Dependant's pension	$\frac{1}{8}$ x Dependant's pension
Children's allowance	£833 per child a year	£556 per child a year

* If there are more than 4 children then each child will receive less than this.

The allowance will be payable until the child reaches age 18. It may be extended up to age 23 at the discretion of the Trustee if the child is in full-time education or vocational training, or for longer if the child is dependent on you as a result of disability.



If you die while working for Roche after Normal Retirement Age

The following benefits will be payable:

Dependant's pension

A pension will be payable to your surviving spouse (i.e. widow or widower) or civil partner.

This will be equal to two-thirds of the pension you would have received, had you retired on the date of your death, will be payable (ignoring any reduction that would have been made for taking tax-free cash).

If you don't have a surviving spouse or civil partner, the Trustee can choose to pay a pension to a Dependant. See **page 22** for more details. If you leave a surviving spouse or civil partner, the Dependant's pension will always be paid to that surviving spouse or civil partner rather than to another Dependant. However, in some circumstances if the member leaves a surviving Qualifying spouse or civil partner who had been separated from the employed member during their lifetime, the Trustee may divide the pension which would otherwise be payable to the Qualifying spouse or civil partner between the spouse/civil partner and any Dependant(s).



For example, a member dies at 70 with 30 years' Pensionable Service with a Final Pensionable Salary of £20,000 at their date of death.

	Higher Level	Lower Level
Pension calculation	$\frac{\text{Final Pensionable Salary} \times \text{Length of membership until date of death (years)}}{60}$	$\frac{\text{Final Pensionable Salary} \times \text{Length of membership until date of death (years)}}{90}$
Pension	£10,000 a year	£6,667 a year
Dependant's pension	$\frac{2}{3} \times \text{Pension}$	$\frac{2}{3} \times \text{Pension}$
Dependant's pension	£6,667 a year	£4,444 a year

A cash sum and children's allowance will also be payable

See **pages 21 & 23**

If you die between leaving Roche and before you retire (as a deferred member)

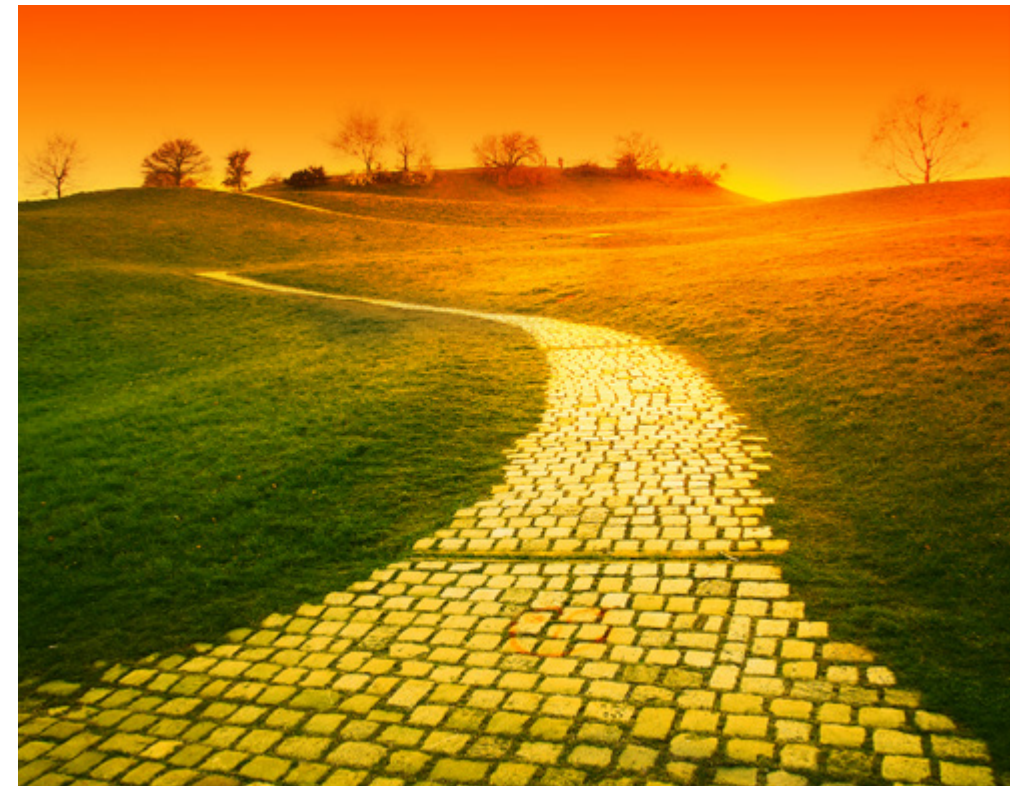
The following benefits will be payable:

Dependant's pension

A pension will be payable to your surviving spouse (i.e. widow or widower) or civil partner.

Your pension (if left in the Fund) may be used to provide a pension for your Dependents. This will be equal to two-thirds of the pension that would have been paid to you at Normal Retirement Age (including statutory increases until your death).

If you leave a surviving spouse or civil partner, the Dependant's pension will always be paid to that surviving spouse or civil partner rather than to another Dependant. However, in some circumstances if the member leaves a surviving spouse or civil partner who had been separated from the employed member during their lifetime, the Trustee may divide the pension which would otherwise be payable to the spouse or civil partner between the spouse/civil partner and any Dependant(s).



A children's allowance will also be payable

See **page 23**

If you die between leaving Roche and before you retire (as a deferred member)

If you have postponed receiving your pension beyond Normal Retirement Age (age 65), the following benefits will apply:

Dependant's pension

A pension will be payable to your surviving spouse (i.e. widow or widower) or civil partner.

This will be equal to two-thirds of the pension that would have been paid to you had you retired on the date of your death.

If you leave a surviving spouse or civil partner, the Dependant's pension will always be paid to that surviving spouse or civil partner rather than to another Dependant. However, in some circumstances if the member leaves a surviving spouse or civil partner who had been separated from the employed member during their lifetime, the Trustee may divide the pension which would otherwise be payable to the spouse or civil partner between the spouse/civil partner and any Dependant(s).



A children's allowance will also be payable

See **page 23**

If you die during retirement

The following benefit will be payable:

Dependant's pension

A pension will be payable to your surviving spouse (i.e. widow or widower) or civil partner.

This will be equal to two-thirds of your pension (ignoring any reduction made for taking cash at retirement or retiring early).

If you leave a surviving spouse or civil partner, the Dependant's pension will always be paid to that surviving spouse or civil partner rather than to another Dependant. However, in some circumstances if the member leaves a surviving spouse or civil partner who had been separated from the employed member during their lifetime, the Trustee may divide the pension which would otherwise be payable to the spouse or civil partner between the spouse/civil partner and any Dependant(s).

A children's allowance will also be payable

See **page 23**



You are unable to work due to serious illness (ill-health retirement)

It may be possible for you to draw an early pension from the Fund before your Normal Retirement Age due to ill health, subject to meeting the relevant criteria under the Fund Rules and legislation (the criteria which will apply will depend on your category of membership (e.g. active or deferred) and, if you are an active member, the criteria applied will also depend on your age). If you need more information, please contact the Fund administrator (details on **page 39**).

Your pension will be calculated in the same way as for voluntary early retirement. However, if you are retiring early due to ill-health from active membership then, at the discretion of the Trustee, your pension may be enhanced to include the future Pensionable Service you could have completed to age 65 and calculated without any reduction for its earlier payment.

If you return to some form of work after drawing an ill-health pension, any enhancement which has been awarded by the Trustee may be reduced or stopped.

You may also have the option of exchanging part of your pension for cash on retirement

See **page 15**

Ill-health pensions are increased in the same way as normal retirement pensions

See **page 14**



Payment of death benefits

Cash sums

The Trustee has discretion to decide who will receive any cash sums payable from the Fund following a member's death (the member must have been in active service). One of the reasons for this is because, under current tax law, this means payments can be made free of inheritance tax.

The Trustee wants to take account of members' wishes for the payment of such sums but can only do so if you have completed an Expression of Wish form. The form lets you state the people you would like to receive the cash sum benefit and in what proportion. The Trustee will always take your wishes into consideration but cannot be legally bound by them and will have a duty to consider all potential beneficiaries in the event of your death.

If you would like to nominate someone to receive a cash lump sum in the event of your death (in active service), you need to complete the Expression of Wish form and return it to the People & Culture Reward Team

Download the form here

Please note: updates will override any version(s) you have previously submitted. If your circumstances change in the future, you should review your decision and, if necessary, complete a new form.

Dependant's pension

The Dependant's pension will be payable for the rest of your Dependant's life (except for children's pensions, in which case the pension will be payable for so long as they qualify for a child's pension). If your Dependant (except in the case of children) is more than ten years younger than you, their pension will be reduced by an amount determined by the Trustee.

- **If no pension or allowance is payable**, a cash sum equal to your contributions to the Fund (if any) with interest (currently at 3.5% a year) will be paid to your estate.
- **If you participated in Salary Sacrifice then**, for the purpose of this benefit, the amount of your contributions will be increased so that the benefit payable from the Fund is the same as it would have been had you continued to contribute to the Fund outside of Salary Sacrifice.
- **If you are unmarried or not in a civil partnership**, you can nominate another Dependant to receive a pension (not exceeding the spouse's pension) by completing the Nomination form. The payment of such pension is subject to Trustee discretion and following your death, the Trustee will need to decide whether the person nominated meets the necessary conditions of "dependency" both under the Fund Rules and under tax legislation – these conditions are as follows:
 - **Fund Rules** – the nominated person must be "wholly or in part" financially dependent on the member or is someone for whom the member had provided maintenance and support before his/her death. Partial financial dependency here includes financial inter-dependence and this will be met if the nominated individual relies on the member's income to maintain a standard of living that had depended on joint income.
 - **Tax legislation** – requires a financial (or disability) dependency test to be met in order for a pension to be payable from a pension scheme to someone other than a legal spouse/civil partner or child.

The way in which a Dependant's pension is increased is described on page 14

General information of the Fund

Eligibility

The DB Section is now closed to new members. Anyone who joined the Fund before 31 March 2003 was offered membership of the DB Section. New joiners are now offered membership of the DC Section.

If you wish, you can contribute to another pension arrangement (such as a personal pension or stakeholder pension) at the same time as being a member of the Fund. You can contribute to as many pension arrangements as you wish and, as long as you stay within the allowances set by HM Revenue & Customs (see **pages 9-11**), you will receive tax relief on your contributions.

Tax Status

The DB Section of the Fund is a registered scheme under the Finance Act 2004. This registration currently brings the following tax advantages:

- most members receive full income tax relief on any contributions they make to the Fund within the maximum permitted;
- the cash lump sum paid on retirement is tax-free up to the maximum allowed by HM Revenue & Customs and on death is tax-free up to the Lifetime Allowance;
- the Fund benefits from tax advantages in respect of its investment income.

In return for these valuable concessions, HM Revenue & Customs sets allowances for the benefits you can receive and the contributions that can be paid. Any benefits and contributions above these allowances will not receive the same favourable tax treatment.

Data Protection

The Trustee processes data relating to you for the purpose of administering and operating the Fund and paying benefits under the Fund. This may include passing on data about you to your employer, the Fund's pension administration team, auditor, administrator, investment providers, insurers and such other third parties as may be necessary for the administration, operation and investment of the Fund.

The Trustee is regarded as a Data Controller under data protection laws in relation to the data processing referred to above.

The Trustee's privacy notice explains in detail how it processes personal data and your rights in connection with that data. If you would like to receive a copy of the privacy notice, please contact Willis Towers Watson, the DB Fund administrator (details on **page 39**).



General information of the Fund

Amendment to the Fund

Under the terms of the Trust Deed and Rules, the Company and the Trustee may vary the terms of the Fund subject to certain restrictions.

If the Fund is discontinued by the Company, the Trustee will use the assets of the Fund to provide members' benefit entitlements in accordance with legislation and the Trust Deed and Rules. Should there be insufficient assets in the Fund to meet all pension liabilities on wind-up, current legislation would require the Company, providing it is solvent, to make extra contributions so that all pensions could be bought out in full with an insurance company.

If on wind-up, the Company is insolvent and unable to make up any deficit to buy out all pensions in full, additional protection may be available to members from the Pension Protection Fund.

Assignment of benefits

Your benefits from the Fund are strictly personal and cannot be assigned to anyone else or, for example, used as security for a loan. If you divorce and where a Court so orders, the Trustee will use part of your benefit to provide benefits for your former spouse in accordance with the applicable Court order.

Temporary absence

If you are temporarily absent from work due to ill-health or for other reasons, your membership of the Fund may be continued at the discretion of the Company and you may be allowed at the discretion of the Trustee and the Company, to continue building up pension benefits. There may be instances, however, of unpaid temporary absence where pension accrual will cease. Members who are likely to be affected should contact the People & Culture Reward Team for further information.

Part-time working

If your Pensionable Service includes any period where you worked part-time, the benefits payable to you will be adjusted by the Company and Trustee after taking advice from the Fund Actuary.

Maternity and Paternity or other Family leave

Pension benefits during a period of leave will be provided in accordance with the Trust Deed and Rules, statutory requirements and the relevant company policies from time to time. For additional information please contact the People & Culture Reward Team.

Dispute

If you have a query about the Fund, the People & Culture Reward Team will normally be able to resolve it. However, in the event of you being dissatisfied with the response you receive, there is a formal procedure in place for resolving disputes. You may request a copy of the full formal internal disputes procedure from the People & Culture Reward Team.



General information of the Fund

Fund documentation

As a member of the DB Section you can ask to see the following items (and in certain cases, you can request your own copy):

- Trust Deed and Rules relating to the DB Section (and any amendments)
- Latest Actuarial Valuation
- Latest Actuarial Report
- A formal Trustee Annual Report and Accounts (which includes the audited accounts of the DB Section of the Fund, a statement from the Fund Actuary and a report from the Fund's investment managers)
- The Trustee's Statement of Investment Principles
- Schedule of Contributions
- Statement of funding principles
- Recovery Plan
- Winding-up Procedure Summary

The Fund is administered under a trust, which is governed by the Trust Deed and Rules, a formal document setting out who is entitled to benefits from the Fund and what those benefits will be. This guide is designed to be an easy-to-digest summary of the provisions of that formal document. Every effort has been made to accurately reflect the Trust Deed and Rules in this guide but if there are any differences the Trust Deed and Rules will override this guide. The Trustee will not be bound if an error or incompleteness is discovered in this guide.



State Pension

Your State Pension is based on your National Insurance (NI) record alone and you'll need 35 qualifying years of recorded NI contributions to get the full amount. Please go to www.gov.uk/check-state-pension to check the amount payable in your circumstances.

If you have fewer than 35 years of recorded NI contributions, the value of your State Pension will be pro-rated but you need a minimum of 10 years to get any State Pension. The single tier State Pension will be paid to most Fund members but you might get benefits under the previous two-tier system if you:

- Reached State Pension age before 6 April 2016;
- Are male and born before 6 April 1951; or
- Are female and born before 6 April 1953



The State Second Pension

Between 6 April 1978 and 5 April 2016 the Fund was contracted out of the State Second Pension (S2P) or SERPS, meaning Fund members as well as Roche made lower National Insurance contributions. Although you didn't build up State benefits during that time, Roche provided a minimum level of pension benefits through the Fund.

For your State Pension benefits, this means the value of your State Pension benefits will reduce to account for this contracted-out time.

If you were a member of the Fund before 6 April 1997, for your service that built up between 6 April 1978 and 5 April 1997, your pension from the Fund includes a Guaranteed Minimum Pension (GMP), which is broadly equivalent to the benefits you have given up in SERPS. It might be necessary to restrict some of the retirement options (such as the earliest age that a pension can begin or amount that may be exchanged for cash) to ensure that the pension payable to you does not fall below the GMP. When your pension is in payment, your GMP in relation to service between 6 April 1988 and 5 April 1997 is guaranteed to increase in line with the rise in the Consumer Prices Index (CPI) up to 3% a year from GMP Payment Age (there are no guaranteed GMP payable from the Fund in relation to service before 6 April 1988).

You can check your GMP age online at www.gov.uk/guidance/how-to-calculate-your-scheme-members-guaranteed-minimum-pension.

Find out more about the S2P at www.gov.uk/state-pension

State Pension

Check your State Pension Age

The State Pension Age (SPA) is now 65 for both men and women. There are further increases, which will raise SPA to age 66 by October 2020, and then to age 67 between 2026 and 2028.

Your exact SPA is based on your date of birth. You can check your SPA online at www.gov.uk/state-pension-age.

Request your State pension forecast

If you want an estimate of your State pension you can request a forecast from the Department for Work and Pensions. It will show you, in today's money, the State pension you have already earned and what you can expect to have earned by State Pension Age. To get a forecast you can contact the Pension Service by:

Phoning: **0845 3000 168**

Visiting : **www.gov.uk/state-pension-statement**

Writing to: **Department for Work and Pensions, Tyneview Park, Whitley Road, Newcastle-upon-Tyne NE98 1BA**



Helpful contacts

Money and Pensions Service

The Money and Pensions Service (MaPS) combines three respected financial guidance bodies: The Money Advice Service, The Pensions Advisory Service and Pension Wise. If you are unable to resolve questions or issues about your pension with the Trustee or Fund administrators, you can contact the MaPS by:

Phoning: **01159 659570**

Visiting: **<https://moneyandpensionsservice.org.uk>**

Emailing: **contact@maps.org.uk**

Pensions Ombudsman

The Pensions Ombudsman deals with complaints and disputes which concern the administration and/or management of occupational pension schemes. If you have exhausted the Fund's internal dispute resolution procedure, you can contact the Ombudsman by:

Phoning: **0800 917 4487**

Visiting: **www.pensions-ombudsman.org.uk**

Emailing: **enquiries@pensions-ombudsman.org.uk**

Writing to: **10 South Colonnade, Canary Wharf E14 4PU**

The Pensions Regulator

The Pensions Regulator oversees the running of occupational pension schemes in the UK. It has wide-ranging legal powers and can step in if employers, managers, trustees or professional advisers have failed in their duties towards pension schemes. You can contact the Pensions Regulator by:

Phoning: **0345 600 0707**

Visiting: **www.thepensionsregulator.gov.uk**

Emailing: **customersupport@tpr.gov.uk**

Writing to: **Napier House, Trafalgar Place, Brighton BN1 4DW**



Helpful contacts

Independent Financial Advisers (IFAs)

IFAs are able to provide impartial and personal advice about your pension options, such as whether to join a particular arrangement, whether to transfer benefits and whether to opt out. The Company, the Trustee, and the People & Culture Reward Team are all prevented by law from giving you financial advice, therefore you may find it helpful to talk to an IFA. You may be charged a fee for any service you receive which the Company will not pay for. Neither the Company nor the Trustee can take responsibility for the advice you receive or any action you may take as a result. You can obtain a list of IFAs in your area by:

Phoning: **0800 023 6868**

Visiting: **www.unbiased.co.uk**

The Pension Tracing Service

All approved pension schemes have to register with the Department for Work and Pensions (DWP) Pension Tracing Service. The relevant details of the Fund have been passed on. If you have lost track of your deferred benefits with a previous employer, you can contact the Pension Tracing Service who will provide you with an up-to-date address of the Trustees of that scheme. You can contact the Pension Tracing Service by:

Phoning: **0800 731 0193**

Visiting: **www.gov.uk/find-pension-contact-details**

Writing to: **The Pension Service 9, Mail Handling Site A, Wolverhampton WV98 1LU**



Glossary of terms

Accrual rate is the rate at which you build up pension benefits and will depend on your Level of membership.

Annual Allowance is the limit on the amount of tax-relievable contributions that may be paid and benefits that may be built up in any single tax year.

AVC Account is the account held by the Trustee in your name to which you and the Company contribute. At retirement, the accumulated value of your AVC Account is available to secure retirement benefits for you and your Dependants.

Basic Contribution Salary is the annual rate of your basic salary (excluding overtime earnings, commissions and other additional emoluments but including shift pay) at any given time. If you contribute via Salary Sacrifice, Basic Contribution Salary will be calculated ignoring any change to your salary which has occurred as a result.

Bonus Choice allows you to exchange part, or all, of any bonus you may earn for a lump-sum Company AVC, within tax limits.

Company includes Roche Products Limited, Roche Diagnostics Limited and all other companies participating in the Fund.

DB Section is the Defined Benefit Section of the Fund.

DC Section is the Defined Contribution Section of the Fund.

Dependants can include your surviving widow, widower, civil partner, same sex spouse, child, step-child, adopted child (other than any such child who is over the age of 18 years and is not either in full-time educational or vocational training) and any individual who is or was, or in the opinion of the Trustee is or was, wholly or in part financially dependent on such person or whose maintenance and support such person had undertaken before his/her death. The reference to partial financial interdependency includes financial interdependence so that, for the purposes of this definition, an individual may be regarded as financially dependent on a person if he/she relies upon the person's income to maintain a standard of living that had depended on joint income before such person's death.

Final Pensionable Salary is your Basic Contribution Salary averaged over the 36 months before your retirement, date of leaving or date of death as appropriate. If at that date, you have less than 3 years' Pensionable Service, your Final Pensionable Salary will be the annual average of your Basic Contribution Salary over the lesser period. Different provisions apply for members who left Pensionable Service before 1 February 2005

Fund refers to the Roche Pension Fund.

GMP Payment Age is the age at which you receive your Guaranteed Minimum Pension, if eligible. It is currently age 60 for women and age 65 for men.

Lifetime Allowance is the allowance against which the value of your pension benefits from all registered pension schemes must be tested at retirement (or in the event of death).

Normal Retirement Age is 65 (or in the case of a female member who left service before 1 December 1990, age 60).

Pension Protection Fund is a statutory fund run by the Board of the Pension Protection Fund. It was established to pay compensation to members of eligible defined benefit pension schemes where there is a qualifying insolvency event in relation to the employer and where there are insufficient assets in the pension scheme to cover Pension Protection Fund levels of compensation.

Pensionable Service is the last continuous period of service during which you have been a member of the Fund. It may also include a pensionable service transferred in from another pension scheme.

Salary Sacrifice refers to the way that pension contributions can be paid, leading to a reduction in the National Insurance contributions paid by both the member and the Company.

State Pension Age is the date from which you can normally claim a State pension. It is currently 65 for men and women. By October 2020, State Pension Age will be 66 for everyone and this is expected to increase to 67 by 2028, and to 68 by 2046.

Trustee is Roche Products Pension Trust Limited, a trustee company. The Trustee is run by its directors, whose appointment and removal rests formally with Roche Products Limited. However, one-third of the directors are appointed in accordance with the law relating to the nomination and selection of member nominated trustee directors.

Forms

It's important that you complete and keep a number of forms up-to-date, particularly if your personal circumstances change. The information provided in these forms will be treated in the strictest confidence by the Trustee. A special envelope is available from the People & Culture Reward Team for your use.

Expression of wish form

This allows you to let the Trustee know of your wishes for the payment of any cash sum that is payable upon your death. Any payment would be made at the discretion of the Trustee.

You can now update your Expression of Wish form online, anytime, through Fidelity's PlanViewer at planviewer.co.uk (note that updates will override any paper version you may have previously submitted).

Nomination form

If you are married or in a civil partnership, the pension will normally be paid to your spouse/civil partner. If however, you are unmarried and not in a civil partnership, please complete a Nomination form which allows you to nominate a person or persons for a pension following your death. The payment would be made at the discretion of the Trustee.

Active members can now download and fill out forms electronically here

Deferred and Pensioner members can request forms from the Fund administrator (contact details on [page 39](#)).

AVC form

Please complete this AVC form to inform the Trustee and the Company that:

- You do not participate in Salary Sacrifice and you wish to pay AVCs to Fidelity International (regular and/or lump sum), or change your existing arrangements; or
- You do participate in Salary Sacrifice and you wish to pay a lump sum AVC to Fidelity International.

Transfer-in form

If you have previously contributed to another pension plan, you may be able to transfer these benefits into the Fund. However this is subject to the Trustee's discretion on a case by case basis as to whether a transfer-in will be accepted.

If you wish to request a transfer-in, you will need to complete a Transfer-in form. This will provide authorisation to obtain a statement of the transfer value from your previous arrangement. You will then be advised whether or not the Trustee can accept the transfer and the benefits that your transfer would provide from the Fund.

If you decide to go ahead, these benefits will be added to your other benefits in the Fund.

Please note: whether you should transfer depends on a range of issues including your circumstances and attitude to risk. If you are in any doubt whether to go ahead with a transfer, you are encouraged to seek advice from an Independent Financial Adviser (IFA). You can obtain a list of IFAs at www.unbiased.co.uk. You may be charged a fee for any advice you receive and the Company does not cover the cost of this advice.



Help with your Roche pension

People & Culture Reward Team

Email: **rochepensions@willistowerswatson.com**

Call: **01707 607 608**

Writing to: **People & Culture Reward Team
Roche Products Limited
Hexagon Place
6 Falcon Way
Shire Park
Welwyn Garden City
Hertfordshire AL7 1TW**

Willis Towers Watson (DB Section Fund Administrator)

For questions on your pension benefits in the DB Section of the Fund:

Email: **rochepensions@willistowerswatson.com**

Call: **01707 607 608**

Fidelity International (DC Section Fund Administrator)

If you have retirement savings in the DC Section of the Fund through payment of AVCs:

Visit: **www.planviewer.co.uk**
(you'll need your login details and password)

Email: **pensions.service@fil.com**

Or alternatively, call the Pensions Service Centre on **0800 3 68 68 68** or **+44 1737 838 585** from outside the UK

