

MMC UK PENSION FUND – DC SECTION

Single Contribution Payment

Please complete the details below (in BLOCK CAPITALS), scan and return to MMC UK Payroll via email at HRservices@mmc.com.

Member's full name			
Employee Number			
Employing Company			
NI Number		Date of Birth	DD / MM / YYYY

Single Contribution Payment

I confirm I am a current active member of the MMC UK Pension Fund – DC Section and wish to make a gross single contribution payment of:	£
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I authorise a deduction from my salary at the amount specified above, with effect from 01 / MM / YYYY or as soon as possible thereafter.
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The effective date of any single contribution payment must be the first of the month. Your single contribution payment will be invested in line with your current choices for investment of future contributions. Please see below for further comment on amending your investment choices. The contribution amendment will be deducted from your salary at the next available payroll date after receipt of your application form. You are allowed to make a maximum of **one** single contribution payment in each calendar year.

Please note it is not possible to make a single contribution:

- from a bonus payment that is recoverable (e.g. sign on bonus or retention bonus). If your bonus payment is recoverable, this form will not be processed.
- if your request takes you below the parameters for National Minimum Wage. Should this impact you, Payroll will be in touch.

Signed		Date	DD / MM / YYYY
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SWITCHING INVESTMENT FUNDS

- You may change your investments at any time. You can change your investment strategy at any time by changing funds, or switching in and out of the LifeStyle strategy. If you would like to make a change, you can log onto Aptia OneView via **www.pensions.uk.mmc.com** and submit your request to change your Investment Strategy online to change how your Individual Account is invested at any time. All you need is your Aptia OneView passcode and User ID. Within 5 working days we will initiate the switch of your accumulated investments with the investment managers.
- You may change your investment decisions (for both past and future contributions) at any time. You may change your investment choices in Aptia OneView at any time and there is no administration fee for doing so. The Trustee reserves the right to apply an administration fee for investment changes in the future and you will be notified in advance if a fee is payable.
- If you are in any doubt about your investment choices you are strongly recommended to seek professional financial advice.