

Tata Steel UK Personal Retirement Savings Plan (PRSP)

Monthly / One Off Top-Up Contribution (TUCs) Application Form

This is my request and authority to commence Top-Up Contributions to the Tata Steel UK PRSP

1. I authorise my employer to deduct from my pay any TUCs payable by me under the Scheme and pay these contributions, along with my Core Contributions to the Tata Steel UK PRSP.

2. I wish to make a TUC **via salary sacrifice** of £..... or % of my earnings as a one off payment/monthly contribution until further notice (delete as appropriate). **(Please note any additional pension contributions made via the salary sacrifice arrangement will only be processed providing your basic salary remains at least £25,500 – after your regular pension contributions and TUC contributions have been made)**

3. I wish to make a TUC of £..... or % of my **net** earnings as a one off payment/monthly contribution until further notice (delete as appropriate). **(Please note that additional contributions from net pay can be made in addition to any TUCs made via salary sacrifice)**

- Pension contributions are [tax-free up to certain limits imposed by HMRC](#). Contributions made by you and “Tata”, as well as any contributions made to pension arrangements outside of the Tata Steel UK PRSP are included in these limits.
- Please speak to an independent financial adviser if you require advice. It is your responsibility to manage the total amount contributed into your pensions.
- I will not hold “Tata” accountable for any tax charge I may be subject to as a result of exceeding my Annual Allowance or Lifetime Allowance for pension savings.

4. I understand that I can cease / amend my TUC contributions at any time by giving written notice to HR Shared Services.

- However, I understand that this form needs to be received by Payroll by the last day of the previous month in which the contribution is to be deducted in order for it to be processed, for example, a TUC would need to be requested by 31st March to be effective in the April Payroll.

Employee Signature	Date
Employee Full Name (Please print in Capital Letters)	
SAP Number	National Insurance Number

Please note:

- TUC contributions will automatically be invested in the funds you have selected with Aviva. Information about investments is available at www.aviva.co.uk/mypension/tatasteel/
- TUC's do not attract matched contributions, and your Core contributions can only be changed annually in February / March to become effective from April.

- TUC payments can only be processed as either monthly or one off payments, separate forms would need to be completed for each change and cannot be actioned in the same month.
- Unless you advise Aviva differently, for illustration and planning purposes your expected retirement age under the scheme will be assumed to be the PRSP Normal Pension Age of 65.

Please return the completed form to: Tata Steel, HR Shared Services, ATCE, Port Talbot Works, Port Talbot, SA13 2NG or askhrsscwest@tatasteeleurope.com