# Your request to opt out

## Only complete this form if you want to opt out of pension saving within your opt out period.

### Important notes

Under automatic enrolment regulations you are able to opt out of pension saving. This request form can be used if you decide you don't want to remain a member of your employer's pension scheme, and you are within the timeframe to opt out. This request form is provided by Aviva.

Please complete this form using black ink and capital letters. To help process your request, all fields marked with an * must be completed.

We strongly recommend that you read the literature available to you before making a decision.

**If you have received your enrolment information from Aviva, this form should be returned to:**

**Aviva (AE), PO Box 1550, Salisbury SP1 2TW.**

**We will notify your employer of your request.**

**Or, if you have received your enrolment information from your employer or another party: DO NOT return this form to Aviva. You must return this form as instructed in your enrolment information.**

Employer name*

Scheme name*

Scheme number

Your full name*

Your date of birth* D D M M Y Y Y Y

National Insurance number

Please tick this box if you do not have a permanent National Insurance number. ☐

Contact number*

We'll only contact you if there are any problems with your form. If you do not have a contact telephone number, please provide your home address.

Your address*

Town/City County

Postcode

Our reference
(shown on your enrolment information if provided by Aviva)

## What you need to know

- Your employer cannot ask you or force you to opt out.
- If you are asked or forced to opt out, you can tell the Pensions Regulator – see **www.tpr.gov.uk**.
- If you change your mind, you may be able to opt back in – write to your employer if you want to do this.
- If you stay opted out, your employer will normally put you back into pension saving in around three years.
- If you change your job, your new employer will normally put you back into pension saving straight away.
- If you have another job, your other employer may also put you into pension saving, now or in the future.
- This request form only allows you to opt out of pension saving into the Aviva pension scheme with the employer named on the previous page. A separate request form must be filled out and given to any other employer you work for, if you wish to opt out of that employer's pension saving as well.
- Aviva will use the information provided (as well as information relating to any existing policy you have with Aviva) for administration, underwriting, claims, research and statistical purposes, and may pass information to reinsurers and any agency appointed by Aviva for these purposes. (These agencies may be located in countries outside of the European Economic Area.) Aviva will remain responsible for making sure this information is held securely.

Aviva may also pass your information to third parties for the prevention of crime or the detection of fraud, enabling assets to be rightfully claimed or where required by law or regulation.

## Your declaration and consent

**1** I wish to opt out of pension saving with the employer named in this request form.

**2** I understand that if I opt out I will lose the right to pension contributions from my employer.

**3** I understand that if I opt out I may have a lower income when I retire.

Signature

Name

Date D D M M Y Y Y Y

You must sign and date in this box in order for your request to be accepted.
Please return your completed form as instructed on page 1.

## Your personal information

We will use the personal information you are providing to us in order to register your choice of opting out of this pension scheme. If you would like more information about how we use and process personal information and your rights in relation to it, you can find further detail in our full privacy policy at **aviva.co.uk/privacypolicy** or request a copy by writing to us at **The Data Protection Team, Aviva, PO Box 7684, Pitheavlis, Perth PH2 1JR**.

# Get in touch

Remember, your employer will normally be your first point of contact.

If you have any questions, you can:

Call us on **0345 602 9221**
at the following times: **Monday to Friday between 8.30am and 6pm**.

- We may record calls to improve our service.
- Calls may be charged and these charges will vary, please speak to your network provider.

Email us at
**ngp.questions@dgaviva.com**

Write to us at **Aviva, PO Box 1550, Salisbury SP1 2TW, United Kingdom**

## Need this in a different format?

Please get in touch if you'd prefer this form (**NG08097**) in large print, braille, or as audio.

**Aviva Life & Pensions UK Limited.**

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MPEN30D NG08097 02/2026