



# Your request to opt in or join

MPEN30E NG08098 07/2022

## Important notes

Under automatic enrolment regulations you have the right to either opt into or join your employer's pension scheme. This request form can be used if you decide you want your employer to assess your eligibility to enrol you into their pension scheme with Aviva. This request form is provided by Aviva on behalf of your employer.

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*	<input type="text"/>
Scheme name*	<input type="text"/>
Scheme number	<input type="text"/>
Your full name*	<input type="text"/>
Your date of birth*	<input type="text"/> <input type="text"/> <input type="text"/>
Contact number*	<input type="text"/>
Your address	<input type="text"/> <input type="text"/> Town/City <input type="text"/> County <input type="text"/> Postcode <input type="text"/>
Our reference (shown on your enrolment information if provided by Aviva)	<input type="text"/>

## What you need to know

- Completing this form means that you would like to be assessed to see if you are eligible to be enrolled into, or to join, your employer's pension scheme. If you join the scheme, you may need to complete another application form. You will be contacted if this is required.
- Please read all of the documents made available to you with your enrolment information before proceeding. This may include a key features, illustration and terms and conditions, or information provided by the scheme trustees. Contact Aviva or the scheme trustees (if applicable) if you need a paper copy.
- This request only allows you to start pension saving in the Aviva pension scheme with the employer named on the previous page.
- 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 UK and may not have the laws to protect information.) Aviva will remain responsible for making sure this information is held securely.

### Financial Crime

To verify your identity and prevent financial crime, your information may be used by any company within the Aviva group and may be shared with third parties who provide services to us, as well as other organisations where required to by law and regulatory requirements.

A record may be kept of any searches carried out and any suspicion of financial crime and related details may be retained and used to assist other companies for verification and identification purposes. The search is not a credit check and your credit rating should not be affected.

## Your declaration and consent

- 1 I want to start pension saving in my employer's pension scheme with Aviva.
- 2 I understand that my employer will assess my age and earnings to determine whether I am able to either opt in or join the pension scheme.
- 3 If I am eligible, I understand that I will be enrolled into the pension scheme by my employer from the beginning of the pay period following receipt of this request form.
- 4 I understand that once enrolled I will have the option to opt out of the pension scheme if I change my mind.

Signature

Name

Date

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

## 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](https://www.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.

### Aviva Life & Pensions UK Limited.

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[www.aviva.co.uk](https://www.aviva.co.uk)

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