

Please complete this form if you would like to change the amount you are contributing to the BRSS section of the Babcock International Group Pension Scheme (the Scheme).

You can change your contributions at any time.

Why would I change my contributions?

When you join the Scheme your contributions will automatically be set at a minimum level. You should consider whether this is enough to achieve your retirement goals. If not, you may wish to increase your contributions. It's also important to review your pension savings at least once a year when you receive your benefit statement to make sure that you are still on track to receive the income you need. Aviva provides a pension forecasting tool to help you work out how much you might need to contribute. To access it go to www.myoneday.co.uk and login to your account.

There are allowances in place which limit, firstly, the amount you can contribute to your pension and, secondly, the value of the pension benefits you can build up. These are known as the Annual and Lifetime Allowance. Please read your Member Guide or visit www.hmrc.gov.uk for more information before you amend your contribution rate.

You must contribute a minimum of 4.5% of your pensionable salary to the Scheme to remain a member. The maximum amount that Babcock will contribute depends on your business unit's practice. For details, ask your local HR representative for a 'Benefits and Contributions' leaflet.

Please complete the following in BLOCK CAPITALS:

Your details:

| | | | |
|---------------|---|------------------------|---|
| Title | <input type="text" value="Mr/Mrs/Miss/Ms/Other (please state)"/> | Surname | <input type="text"/> |
| Forename(s) | <input type="text"/> | | |
| Date of Birth | <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> | National Insurance No. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Please complete **Box A** if contributions to your pension are currently made under Salary Sacrifice.

Please complete **Box B** if contributions to your pension are currently deducted from your gross salary.

The amount you will need to contribute to receive the maximum contribution from Babcock is shown on your 'Benefits and Contributions' leaflet (copies are available from your local HR representative). You can contribute a higher amount if you wish but Babcock will not pay any more than the maximum detailed in the leaflet.

A. For contributions made via Salary Sacrifice

Regular monthly contributions

I wish to change the percentage of my reference salary which I sacrifice in exchange for an equivalent pension contribution from Babcock as follows:

Percentage of pensionable salary (minimum 4.5%): %

This will be changed from the next available payroll.

I understand that this constitutes a change to my terms and conditions of employment. (reference salary refers to your salary before taking into account a Salary Sacrifice reduction – please see the 'My guide to Salary Sacrifice' booklet on the Scheme website for further information.)

B. For contributions made from gross salary (complete this section if you do not make contributions via Salary Sacrifice)

Regular monthly contributions

I wish to change my contribution to the Scheme as follows:

Percentage of pensionable salary (minimum 4.5%): %

This will be changed from the next available payroll.

Your declaration

- Where contributions are made to the Scheme under Salary Sacrifice, I confirm that I have read the 'My guide to Salary Sacrifice' and request a change to my contributions as indicated above. I understand that this is a **change to my terms and conditions of employment** whereby I agree to increase/reduce my contractual salary in exchange for increased/reduced employer pension contributions. I understand that no other benefits or terms of my employment will change on account of completing this form.
- I understand that the Trustee, and its advisers and administrators, will need to process certain data about me. I further understand that this may include items categorised under the Data Protection Act 1998 as 'Sensitive Personal data'. I accept that the Trustee, and its advisers and administrators, need this data to calculate and pay benefits, for statistical purposes, for reference purposes and to administer the Scheme as a whole. I agree to this entire processing taking place.

Signature Date

Please sign and return this form to your local HR representative. Note that by completing this form you are agreeing to a change to your terms and conditions of employment.

For office use only

I authorise the change in contribution rate from the next available payroll run as requested.

Name Role
Division Date