



Extra voluntary contributions form

DC Investing Plan/Retirement Savings Plan



Please complete and return the form on the next page if you want to start or change extra voluntary contributions into the DC Plan.

Note: References in this form to the DC Plan mean the DC Investing Plan or Retirement Savings Plan as applicable to you.

Please return this form via email to the Expert Pensions Team at:
ExpertPensions.Team@unilever.com

Full name: _____

Date of birth: _____ National Insurance no: _____

Important:

The choices you make on this form will replace ALL your existing choices for making regular voluntary contributions from the next available payroll date after receipt of your form.

Before starting or increasing extra voluntary contributions you should make sure you are aware of the pensions tax allowances – see the Tax section on the Fund’s website www.unileverpensionhub.co.uk/pension-payments/tax.

You normally cannot stop paying or reduce fixed-term extra voluntary contributions between Annual Renewal dates, which occur on 1 October each year. There is some flexibility if you need to reduce or stop them because of Lifetime or Annual Allowance issues. If you think you may be affected by either allowance, please email the Expert Pensions Team at **ExpertPensions.Team@unilever.com**.



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1. Regular contributions

a) Please fill in your contributions as a percentage below:

Amount _____ %

b) Please indicate by ticking the appropriate box below whether these are to be fixed-term or variable contributions.

Fixed-term Your chosen contribution will be taken using salary sacrifice, which saves you and the company National Insurance. You can decide to start or increase the amount you save as fixed-term extra voluntary contributions at any time. You can only decrease or stop the amount you save with effect from the 1 October following your decision.

Variable Your chosen contribution will be taken from your pay after tax, rather than using salary sacrifice. You can start, stop, increase, or decrease the amount you save as variable extra voluntary contributions at any time.

2. One-off contribution

Please fill in the one-off amount here: £ _____

You can make this choice as well as, or instead of, regular voluntary contributions.

Declaration

Please read the statements on the next page and then sign below to confirm you understand and agree to what they say.

Signed: _____ **Date:** _____

To: the Trustees, my employer and Unilever PLC

I understand that:

- under the current rules, my next opportunity to reduce or stop fixed-term extra voluntary contributions will be with effect from 1 October 2023 (unless continuing such contribution would result in Annual Allowance and/or Lifetime Allowance tax charges).
- if I leave pensionable service, my contributions will not be payable in respect of any period after my pensionable service ends.
- it is my responsibility to check whether making additional pension savings will take me over the Annual Allowance set by the Government, and that if my pension savings do exceed the Annual Allowance in a tax year that I must report this to HM Revenue & Customs (HMRC) and pay the resulting tax charge. I am aware of the information about this on: www.unileverpensionhub.co.uk.
- it is my responsibility to check any other tax implications of making pension savings.
- I have some options as to how to invest my DC Plan account or I can leave the choice to the Trustees. Either way the choice I make is my responsibility. I understand that these extra contributions will automatically go into the 'default' fund in the DC Plan chosen by the Trustees unless I have previously given instructions about how contributions should be invested and that instruction is applicable to this contribution.
- I am able to make changes to my fund choices online using Fidelity's Plan Viewer or by phone to the Fidelity Pension Service Centre.
- the information provided does not cover all of the issues that may be relevant to my personal circumstances.
- my employer, other Unilever group companies, the Trustees and those involved in running the plans hold personal information about me (which may include sensitive personal data). Further information about the Trustees' data protection policy can be found on www.unileverpensionhub.co.uk at the 'Privacy Notice' link at the bottom of the page.
- rights to benefits and contributions are given to me only as described in the Trust Deed and Rules of the Unilever UK Pension Fund from time to time in force and that I can request a copy of the Trust Deed and Rules from the Expert Pensions Team at ExpertPensions.Team@unilever.com. I agree to indemnify the Trustees, my employer and Unilever PLC against any liability of loss (including cost and expenses) which any of them may incur as a result of any breach by me of these terms and conditions. I am aware that I may ask Fidelity for details of these terms and conditions.

To: the Trustees, my employer and Unilever PLC

I agree that:

- if I have chosen to pay fixed-term extra voluntary contributions, my salary will be reduced by an amount equal to my chosen fixed-term contributions (for so long as my salary can, by law, be reduced by that amount). If I have chosen to pay fixed-term extra voluntary contributions but (at any time) my salary cannot, by law, be reduced by that amount, these contributions will, instead, be deducted from my pay, and treated as variable contributions instead.
- I will comply with the terms and conditions from time to time in force, under which Fidelity Investments Life Insurance Limited ('Fidelity') provides facilities in relation to my DC Plan account (including internet and telephone access). I agree to indemnify the Trustees, my employer and Unilever PLC against any liability of loss (including cost and expenses) which any of them may incur as a result of any breach by me of these terms and conditions. I am aware that I may ask Fidelity for details of these terms and conditions.

I confirm that:

- I have read and understood the information the Trustees have given me about my choices, and the DC Plan.
- no one involved at my employer or any other Unilever group company (or anyone acting on behalf of any Unilever group company or the Trustees) has offered me individual financial advice.

The Annual Allowance is the yearly amount of tax efficient pension savings you can build up in all registered pension schemes before a tax charge could arise. Pension savings includes benefits being built up in the DB Career Average and Final Salary Plans (if applicable). For most people, the Annual Allowance for tax years starting on/after 6 April 2023 is £60,000. If your pension savings in any given tax year exceed the Annual Allowance you may have to pay an additional tax charge. Under some circumstances your Annual Allowance may be less than £60,000 – if you have already taken some money out of a defined contribution scheme, or your total income in a year (from all sources including the Benefits Envelope and non-employment income) is more than around £200,000. Your Annual Allowance could be as low as £10,000. Different limits applied in previous tax years. You can also carry forward unused allowance from the last three years to add to your Annual Allowance for the current tax year.

Paying extra voluntary contributions as fixed-term (salary sacrifice) does not reduce your income for assessing whether a lower Annual Allowance applies to you. Paying variable voluntary contributions would reduce your income for this purpose, but you would not benefit from the National Insurance contribution saving.

More information about how the Annual Allowance works, and how it may affect you is available from the factsheet on our website: www.uukpf.co.uk/home/tax_allowances HMRC also has an online tool that you can use to calculate your Annual Allowance usage and any possible tax charge:

www.tax.service.gov.uk/pension-annual-allowance-calculator

If you need information about your Unilever pension contact ExpertPensions.Team@unilever.com

It is your responsibility to check and report to HMRC if you are liable to an Annual Allowance charge through your tax self-assessment and to pay the charge. We suggest you take financial advice if you are unclear on your Annual Allowance position.

Benefits payable under the Fund are subject to current HMRC tax rules. Anything contained in this document about legal or tax issues is based on Unilever's understanding of these issues at the date of printing. Any changes in the law or HMRC rules may affect this information.