

Your request to opt out

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

NGS102U MM30514 01/2021

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 2282, Salisbury SP2 2HY.

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"/> <input type="text"/> <input type="text"/> <input type="text"/>
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Please tick this box if you do not have a permanent National Insurance number. <input type="checkbox"/>
Contact number*	<input type="text"/> 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	<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

- 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 – please see www.tpr.org.uk/concern.
- If you change your mind, you may be able to opt back in – please 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 overleaf. 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.

Data protection and Financial Crime

Data protection

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 Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD.

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 suspicions 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 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

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

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Authorised and regulated by the Financial Conduct Authority. Firm Reference Number 465132.

Aviva Life & Pensions UK Limited.

Registered in England No. 3253947.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 185896.

These companies have their registered office at: Aviva, Wellington Row, York, YO90 1WR.

Telephone 0345 604 9915 – calls may be recorded.

www.aviva.co.uk

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