

**THE
THOMSON-LENG
SUPERANNUATION
FUND**

MEMBER GUIDE

MARCH 2016

THOMSON-LENG SUPERANNUATION FUND EXPLANATORY NOTE

The following provides a guide to the main provisions of the Superannuation Fund which is governed by the Trust Deed and Rules of the Fund. Nothing in this booklet can override the terms of the Trust Deed and Rules constituting the Fund. Copies of the Trust Deed and Rules and Annual Report of the Fund will be made available to any member on request to the Pensions team.

THE THOMSON-LENG SUPERANNUATION FUND

All permanent employees of the Company under the age of sixty-five are eligible for membership on the attainment of age eighteen and the completion of one year's service. Membership of the Fund is optional and employees are invited to join the Fund as soon as they become eligible to do so. If they decide to do so, employees join on one of the quarterly entry dates in January, April, July and October.

However, should the member wish to opt out of the Fund at some time in the future, whilst still remaining in the Company's service, then one month's notice in writing of this decision must be passed to the Secretary of the Fund at the address on page 6. In this case the member will not normally be allowed to re-join the Fund at a later date.

The Trustees do not accept transfers into the Fund from previous pension arrangements.

The Fund is a 'registered scheme' for HM Revenue & Customs tax purposes. As a registered scheme the Fund enjoys various tax advantages:

- tax relief is generally available on contributions paid into the Fund by you and by the Company;
- the money in the Fund largely builds up free of tax;
- lump sum benefits are usually payable tax-free.

You are responsible for monitoring your own tax position and submitting the relevant information to HM Revenue & Customs. The Trustee will supply information on the Annual Allowance and Lifetime Allowance to assist with the completion of tax returns.

DEFINITIONS

Annual Allowance

A limit on the amount by which your pension savings can grow in a tax year before being subject to tax. The Annual Allowance for the 2015/16 tax year is £40,000.

Company

D. C. Thomson & Company Limited and any other company whose employees are eligible for membership of the Fund.

Fund

The Thomson-Leng Superannuation Fund.

Lifetime Allowance

The overall limit on the pension savings that will qualify for tax relief and will apply to all of the pension benefits you build up over your entire working life. It is currently £1.25m worth of benefits.

Normal Retirement Age

Your 65th birthday.

MEMBER BENEFIT

Member benefit is made up of basic contributions (currently £26 annually, paid in monthly instalments) from both employee and Company, together with income allocations and any discretionary contributions from the Company.

Income allocations made from the investment income of the Fund are credited to members' accounts annually or as required. The allocation is based on the investment income attributable to the members' accounts.

Discretionary contributions may also be allocated by the Company to member accounts. These contributions will typically be as circumstances permit and there is no guarantee any discretionary contributions will be paid. Discretionary contributions (if any) will typically be added to members' accounts at the close of any financial year, i.e. 31st March. For members leaving or retiring prior to the 31st March allocation date, an interim amount of discretionary contribution may be added to the member's account based on service up to departure date.

Discretionary contributions will be determined by the Company but will typically be expressed as monetary amount for members who are in service, with possible additional discretionary contributions (subject to a limit) for members within 10 years of Normal Retirement Age to help the member's account reach the aspiration set out in the table below.

The level of members' account at Normal Retirement Age cannot be guaranteed. The Company hopes members who remain in service until Normal Retirement Age will receive the benefits shown in the table below. The amounts in the table are the Company's current aspirations for member benefits. The Company cannot guarantee members will reach these aspirations and the amounts may be reviewed at any time.

Super Fund membership up to Normal Retirement Age	Aspiration at Normal Retirement Age
15 years	£25,000
20 years	£35,000
25 years	£50,000
30 years	£65,000
35 years	£85,000
40 years	£110,000
45 years	£130,000

The member benefit normally becomes payable at Normal Retirement Age. However, at the discretion of the Trustees and with the consent of the Company, it may be paid to a member retiring due to health failure or to a member in normal health who retires after attaining normal minimum pension age (currently age 55) but before Normal Retirement Age. **The aspirations set out in the above table are based on the member remaining in service until Normal Retirement Age. Members who leave service prior to Normal Retirement Age may not reach the aspiration as further discretionary Company contributions will not be received.**

Contributions cease on reaching Normal Retirement Age or on earlier death or withdrawal from the Fund.

ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVCs)

Members of the Fund prior to 1st April 2015 may also have an AVC account. The provisions relating to AVC accounts are covered under the previous version of the booklet. It is no longer possible for members who do not have an AVC account in the Fund to set one up.

BENEFIT TREATMENT ON DEATH OR TERMINATION OF EMPLOYMENT

In the event of death before retirement, the member's share is paid to the executors of the member's estate whilst the Company's share is normally passed to the surviving spouse or, should there be no surviving spouse, to the lawful issue of the member.

The member account of any member who leaves service without becoming entitled to an immediate retirement benefit is treated as follows:-

(1) Members with two or more years of Fund membership

The member account accumulated to date of departure is preserved in the Fund where it will be used to provide benefits at retirement or death, whichever be the earlier, with the addition of income allocations to that time.

As an alternative to preservation the member may take a transfer value from the Fund of an amount representing the value of the member account accumulated to date of transfer to another suitable pension arrangement.

If you are interested in transferring or obtaining an estimate of the transfer value which would be available you should contact the Secretary of the Fund in the first instance.

(2) Members with more than three months but under two years of Fund membership

Members can either:

- Receive a refund of the member account attributable to their own contributions (with a deduction to reflect repayment of tax relief). The contributions made by the Company would be lost. Or,
- Transfer the value of their member account to another suitable pension arrangement.

(3) Members with less than three months of Fund membership

Members will receive a refund of the member account attributable to their own contributions (with a deduction to reflect repayment of tax relief). The contributions made by the Company would be lost.

OTHER INFORMATION

Data protection

Information about you and your entitlements which is held by the Trustee, or by the Fund administrators who act on their behalf, is kept securely and is only disclosed in limited circumstances.

For example, information may be disclosed to the administrators so that they can advise you and the Company about your entitlements under the Fund, to insurance companies to arrange particular entitlements, to actuaries to advise the Trustee and to the Company and to any future potential employers.

Information may also need to be given to the government or regulatory organisations. Some of this data is categorised as 'sensitive data' under the Data Protection Act 1998.

By joining the Fund you agree to this data being held and used in this way.

Resolving disputes

If you have a dispute which you are unable to resolve informally with the Pensions Team, you should follow the formal procedure below:

Stage 1

Put your case in writing and address it to the Secretary, Thomson-Leng Superannuation Fund who can be contacted at the address shown below:

DC Thomson
80 Kingsway East
Dundee
DD4 8SL

Please include the subject of your complaint, an outline of the facts and the following personal details:

- ***If you are a member*** – your full name, address, date of birth and National Insurance number;
- ***If you are the dependant of a former member*** – your full name, address, date of birth and relationship to the member; and the member's full name, date of birth and National Insurance number.

You may, if you wish, nominate someone to represent you in making your complaint (for example a solicitor or colleague). Your representative should include their full name and address as well as your personal details, the subject of your complaint and an outline of the facts.

The Fund Secretary will acknowledge receipt of your complaint. You should then expect a written reply within two months and, at any rate, within 15 days of the decision being made. If this is not possible you will be notified as to why there is a delay and when a reply can be expected.

Stage 2

If you disagree with the reply from the Secretary you may write direct to the Trustee within six months of receiving that reply, asking for the complaint to be reconsidered by the Trustee. You should address your letter to the Chairman of the Trustee Directors, also at the above address.

Please give the reasons why you disagree with the response from Stage 1, and also include the same personal details as in Stage 1. You should expect a written reply within two months, and within 15 days of the Trustee reaching its decision. If this is not possible you will be notified as to why there is a delay and when a reply can be expected.

External Advisory

Provided you have put your case in writing to the Trustee, you can ask The Pensions Advisory Service (TPAS) to assist you in dealing with your case. If you cannot resolve the dispute using the dispute procedure, you can ask the Pensions Ombudsman to review your case (see below) although the Pensions Ombudsman will usually expect you to have gone through TPAS first.

Exclusions

Please note that this procedure does not cover:

- any dispute which has nothing to do with the Trustee (for example, a dispute which is solely with the Company);
- a dispute which is already being investigated by the Pensions Ombudsman or where proceedings have started in a court or industrial tribunal.

If you transfer out of the Fund then this procedure is only available to you for six months after your transfer out.

Useful addresses

The Pensions Regulator

The Pensions Regulator is a regulatory body which has a range of powers to help safeguard pension rights of members of pension schemes and is able to intervene where trustees, employers or professional advisers have failed in their duties. The Pensions Regulator may be contacted at:

PO Box 16314
Birmingham
B23 3JP

Tel no: 0870 600 1011

Email: customersupport@tpr.gov.uk

Website: www.thepensionsregulator.gov.uk

TPAS (The Pensions Advisory Service)

TPAS is an independent voluntary service that provides free help and advice to members and other beneficiaries of occupational and personal pension schemes. TPAS is available at any time to assist members and other beneficiaries with any pension query they may have or any difficulty they have failed to resolve with the Trustee or administrators of the Fund. If you want to contact TPAS the address is:

11 Belgrave Road
London
SW1V 1RB

Tel: 0845 601 2923

Email: enquiries@pensionsadvisoryservice.org.uk

Website: www.pensionsadvisoryservice.org.uk

Pensions Ombudsman

The Pensions Ombudsman may investigate and decide upon any complaint or dispute of fact or law in relation to an occupational pension scheme referred to him. However, the Pensions Ombudsman normally insists the matter is first dealt with through the **Fund's** own internal dispute resolution procedures and raised with TPAS. If you have any complaint or dispute that cannot be resolved by the internal dispute resolution procedures or by TPAS, you may refer it to The Pensions Ombudsman at:

11 Belgrave Road
London
SW1V 1RB
Tel: 020 630 2200

Email: enquiries@pensions-ombudsman.org.uk

Website: www.pensions-ombudsman.org.uk