

Application to join BRASS

Please use block capital letters.

Please fill in this form to tell us you want to join BRASS and return it to the department which deals with deductions from your pay (this may be your payroll or personnel office).

1 Your details

Title: Mr Mrs Miss Other

Surname: Pension reference number:

First names: Date of birth: / /

Home address and postcode:

Employer:

Work address:

Home phone number: Work phone number:

2 Your fund choice and personal contributions

When you join BRASS you can choose how much you want to contribute each time you are paid (minimum of £2 a week if you are paid weekly or £10 a month if you are paid monthly).

I want to contribute £ to BRASS each time i am paid.

BRASS lets you choose your funds, just show what percentage of your contributions you want us to invest in each fund. You will find details of the fund choices on the back of this form.

Fund choices	Percentage of your contribution you wish the Trustee to invest	Office use
Managed Fund	%	102
Global Equity Fund	%	216
Deposit Fund	%	112
Total	%	

Your fund choices must add up to 100%

3 Data protection declaration

The Railways Pension Trustee Company Limited, Railway Pensions Management Limited (Pensions Management) and Norwich Union will use your information to deal with and pay your benefits. We will only disclose your information to our service providers and agents including your employer, as part of the service we provide. We may disclose personal information, if required to do so, by any legal or regulatory body. Except as described above, we never pass personal information to other organisations for marketing or other purposes. By joining BRASS and choosing to stay a member, you consent to the use of your information for these purposes.

Please contact the Data Protection Officer at Pensions Management if you wish to raise any issues in relation to data protection. If you pay a fee, you can ask the Data Protection Officer for a copy of the information about you that we hold in our records. If any of the information we have is not correct, you can ask us to change it.

4 Declaration

Please read the notes and fill in the fund choice boxes before you sign this declaration. If you have any questions about filling in this form, please phone the BRASS Helpline on 01438 732428.

I would like my employer to take the amount shown overleaf from my pay before tax. I understand that my employer will change my contribution level if my contributions are over HM Revenue & Customs limits.

Your signature:

Note: You can change the level of your contributions at any time by filling in a BRASS future contribution and fund change form. You can reduce as well as increase your regular contribution.

Date: / /

For office use only B 1 0 A

Please send this form to the department which deals with deductions from your pay (this may be your payroll or personnel office).

The details on the form are correct and arrangements have been made to start contributions.

Authorised signature:

Date:

 / /

Input on
week number:

The personnel office should keep a copy of this form and send the original to:
The BRASS Team, Norwich Union, PO Box 322, Six Hills Way, Stevenage, SG1 2WW

Your fund choices

Your BRASS fund choices

This information has been prepared by Origen Financial Services Limited (which is authorised and regulated by the Financial Services Authority).

This information highlights the issues that you need to consider and the other fund choices that are available to you. This is purely for your information and does not constitute investment advice because each member's circumstances will be different.

Things to consider

The first thing to consider is how secure do you want your BRASS funds to be. Investing money in funds that are linked to stock markets carries a risk that you may or may not get back all that you have invested. If you are close to retirement, say within 5 or 6 years then it is likely that you will want to take less risk with your pension fund than if you have, say, 10 or 15 years to go.

Next, you need to consider how important your BRASS personal retirement account is likely to be to you when you reach retirement. If you have accumulated significant benefits under your railway pension scheme, or you have pensions from other employments, you may be prepared to be a bit more adventurous when investing your BRASS fund. If on the other hand, you consider that your BRASS personal retirement account represents a significant part of your overall pension benefits that you do not wish to place at risk, then a more cautious approach may be appropriate.

Having all your eggs in one basket can create problems so it is worth considering how you will spread your pension investment. As well as having exposure to different funds, it is important to get the right geographic and sector spread because that can also help to diversify your investment and reduce risk.

Your choices

The following descriptions of the funds should be read with the notes about risk and return that follow. The following three funds are available to all members:

• Pension Deposit Fund

This fund is suitable for those who have a preference for low risk investment and as the name suggests it provides a deposit-based investment return with security of the capital. It is generally best suited as a short-term home for investments, say two to three years and can be used to protect your BRASS personal retirement account values as you approach retirement. It is generally inappropriate for longer-term investment because it offers little prospect for real returns above inflation.

• Pension Managed Fund

This fund is suitable for longer-term investment, (five years or more) and is of a medium risk nature. The asset allocation is managed for you and the asset spread varies from time to time

according to investment market conditions, though it is predominantly invested in shares. The aim is to provide good long-term growth by tracking the performance of each asset index. This investment style is known as "passive" because the fund manager does not so much seek to actively outperform the indexes as to match them. The fund value may rise and fall in the short term, as the indexes are tracked down as well as up.

• Pension Global Equity Fund

This fund is also suitable for longer-term investment and is of a medium to high risk nature. It invests wholly in shares in the UK and overseas share markets and like the Pension Managed Fund aims to provide good long-term growth by tracking the performance of each regional share index. At present, the fund is broadly divided equally between UK and overseas holdings with the overseas investments being spread between North America, Europe, Japan and Asian/Pacific markets. The asset spread will vary from time to time but the most recent information indicates that North America and Europe account for 17.5% each, Japan accounts for 8.75% and Asian/Pacific for 6.25%.

Definitions of risk

Broadly, at Origen we grade investments in five broad categories that match the risk profile of investors. These categories can best be defined as:

• Low risk

Investors dislike risk. They prefer guaranteed benefits or benefits known in advance wherever possible. They accept that this may result in higher costs or lower returns but consider this a price worth paying for additional financial security. For investment funds, security of capital is important to them and they accept that this may mean low rates of return being earned and that they might not be protected from inflation.

• Low to medium risk

Investors are prudent in their outlook. They are attracted to the security of returns but they are willing to accept exposure to variable or non-guaranteed benefits where they can see a clear advantage in doing so. In terms of investment funds, they are prepared to tolerate a degree of risk that the value of their capital may fall in the hope of meeting their objectives over the medium to long term. They will accept a diversified approach to different investment areas, including exposure to equities but with limited allocations overseas.

• Medium risk

Investors regard themselves as having a balanced approach to risk. They are therefore prepared to accept the risk that the value of their benefits may vary up or down. They require a broad-based approach for medium to long term investment, including exposure to equity based funds investing in the UK and major overseas markets. They are therefore prepared to accept the risk that the value of their capital may fall in return for potentially good medium to long term rewards.

• Medium to high risk

Investors are prepared to accept a higher than average degree of risk. Security of benefits is a secondary consideration and they can tolerate a higher than average degree of risk in order to take advantage of the opportunities available. They prefer any investment strategy to offer a high degree of exposure to equities including specialist and overseas funds. They understand that the performance of such funds may be volatile.

• High risk

Investors are willing to adopt a risk strategy that is speculative in approach and they are looking to maximise possible benefits rather than secure those already accrued. They are therefore willing to accept a high level of risk. They realise that such an approach may include holdings in specialist funds and products whose performance may be highly volatile. They also appreciate that certain high risk investment funds may not be readily realisable and that access to reliable data for valuing such funds may be restricted.

Independent financial advice

Origen Financial Services Limited (an independent financial adviser which is authorised and regulated by the Financial Services Authority) has been carefully chosen to give railway pension scheme members independent financial advice. You can call them on Freephone 0800 526340 quoting 'railway pensions'.

If you are over 50 and planning for your retirement in the next 12 months an initial consultation will be provided free of charge but Origen may charge a fee or commission for further services. If they do this they will tell you before you agree to any financial arrangements they set up for you.

Charges

For all funds there is an annual charge of 0.049% of the value of units and an administration charge based on the number of members in BRASS. These charges are built into the daily price of units. Details of the current charges are available on request from the BRASS Helpline on 01438 732428.

For contributions already allocated, you may change your choice of fund(s) free of charge, once in each 12-month period from your original date of joining. If you make another change in the year, a small charge will be taken from your personal retirement account. This is currently £5 for every £1,000 (by value) of units moved (up to a maximum of £25).

(Source: Norwich Union)