Some words in this booklet and on the Scheme forms have special meanings. These are listed below and shown in italics throughout.

**Definitions**

- **Employer contributions**
  - Means contributions credited to members’ Pension Accounts as employer contributions.

- **PA**
  - Means PA Holdings Limited, or another employer participating in the Scheme. Where the rules of the PA Pension Scheme confer a power or duty on the Principal Employer it means PA Holdings Limited.

- **Salary**
  - Is your Preserved salary, up to a maximum of the PA imposed earnings cap.

- **Scheme**
  - Means the PA Defined Contribution Scheme, which is a section within the PA Pension Scheme.

- **Trustee**
  - Is PA Pension Trustees Limited, the Trustee of the Scheme.

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Every effort has been made to ensure that this booklet is accurate and up-to-date, but it is only a summary of the Scheme benefits. Your rights to benefits are governed solely by the Definitive Trust Deed and Rules (as amended from time to time) of the PA Pension Scheme.

If there is any discrepancy between this booklet and the Definitive Trust Deed and Rules, the latter must prevail. This booklet does not confer any legal rights. (See page 12.)
The PA Defined Contribution Scheme is a pension and life cover scheme. All permanent employees of PA under age 65 are eligible to join.

State pensions
The State provides a basic pension, and an additional pension from the State Second Pension (S2P).

Pension from a previous job
At the Trustee’s discretion, the Scheme can accept transfers from other pension schemes after you have completed two years in the Scheme. The transfer value received will be invested in your Pension Account in accordance with your instructions.

Automatic Enrolment
From 1 September 2013, PA must automatically enrol all eligible employees into a Qualifying Pension Scheme in compliance with UK legislation. The legislation has been designed to increase the number of people saving for retirement.

Qualifying Pension Scheme
A pension scheme that meets or exceeds the contribution or benefit levels set by the UK government. The Scheme is a Qualifying Pension Scheme.

Automatic Enrolment eligibility
If you meet the conditions set out below, you will be automatically enrolled into the Scheme:
• you are not already in a pension scheme
• your declared Place of Work is in the UK
• you earn over the Automatic Enrolment earnings trigger
• you are aged between 22 and State Pension age.

Re-enrolment
If you choose to cease membership or if you choose to opt out of the Scheme, under current government legislation PA is required to automatically re-enrol you approximately every 3 years if you are an eligible employee.

As a member of the Scheme, you have a Pension Account in your own name and you benefit from life cover. The Scheme benefits are outlined below and explained in more detail later in this booklet.

Your Pension Account
You have a Pension Account in your own name.

Contributions
Contributions are credited to your Pension Account. These contributions are invested in accordance with your instructions in the funds made available by the Trustee. Details of investment options are contained in the Members’ Guide to Investment and in the accompanying Fund Fact Sheets.

Tax relief
No tax is payable on contributions made to the Scheme, and your investments accumulate free of tax.

Retirement
On retirement, the value of your Pension Account is used to provide benefits.

Keeping you informed
myPension, PA’s online portal to your Pension Account provides 24/7 online access, tools to manage your investment decisions online, access to Plan information and documents and news on recent legislative changes affecting your pension savings. You also get an annual statement of the value of your Pension Account. However, you can obtain up-to-date values through myPension.

Life cover
As a member of the Scheme, and subject to the condition in the header on page 7, you have life cover of four times annual Salary, plus the value of your Pension Account.
Joining the Scheme

PA will automatically enrol all eligible employees (conditions set out on page 2) into the Scheme in compliance with UK legislation. If you are not automatically enrolled you nonetheless have the right to opt in to the Scheme if you wish to.

To opt in to the Scheme, simply complete the enclosed opt in form and return it to the Pensions Department. You will not have life cover or long-term sickness cover from PA unless you opt in to the Scheme.

Scheme administration

The Scheme is administered for the Trustee by PA’s Pensions Department. The address and contact numbers are:
PA Pension Trustees Limited
PA Consulting Group
Cambridge Technology Centre
Melbourn
Hertfordshire
SG8 6DP
Daniel Baker (Pensions Manager)
01763 285599
uk.pension@paconsulting.com

Contributions

Contributions are credited to your Pension Account.

Standard contributions

New joiners from 1 April 2004, and existing members who so elect, will not make member contributions to the Scheme, but will instead have a reduction in pay equal to 3% of Salary. These contributions are then paid to the Scheme as an employer contribution. Making ‘member contributions’ in this way saves you National Insurance as well as tax.

If you are automatically enrolled into the Scheme, and elect not to make your contributions this way, you will have member contributions deducted from your salary and you will not benefit from the National Insurance saving.

If you wish to benefit from this saving you should complete and return the enclosed Opt In form to the Pensions Department.

Employer contributions are 8% of Salary for all members irrespective of age.

Additional Voluntary Contributions (AVCs)

Pensions are expensive. To help you build up your target pension, you can pay AVCs to your Pension Account (see Appendix 1).
Absence from work

You can normally stay in the Scheme if you are absent from work for a temporary period.

Family leave
While you are on paid maternity, paternity or adoption leave employer contributions to your Pension Account continue as if you were working normally. Your own contributions will be based on the pay you actually receive.

Absence due to long-term sickness
If you are absent from work due to ill health and in receipt of no pay, or reduced pay, then PA may, at its discretion, base employer contributions to your Pension Account on your normal full Salary.

Unpaid leave
If you are on unpaid leave, your Pension Account can normally be suspended with PA's consent, without you being treated as if you have left the Scheme.

Life cover

While you are a member of the Scheme and employed by PA, you have life cover of four times annual Salary, plus the value of your Pension Account. If you do not opt in or if you choose to opt out of the Scheme, the life cover of four times annual Salary is subject to the Trustee being able to obtain insurance for the cover on standard terms. On reaching age 65 you will be required to complete a medical questionnaire and cover will be dependent on the insurers medical underwriters.

Lump sum
Four times annual Salary is paid as a lump sum to one or more of your dependants.

Benefits from Pension Account value
The Trustee will use the value of your Pension Account to provide benefits for your dependents, either as a lump sum (subject to any restrictions imposed by HM Revenue & Customs) or as a pension, or both.

Tax
The Trustee has discretion to decide to whom lump sum death benefits are paid. This means that the benefit is not part of your estate and therefore not subject to inheritance tax. Pensions paid to your dependents are taxed as earned income.

Your wishes
Please complete the enclosed expression of wish form. You can change your nomination at any stage.
If you leave PA before retirement, you can leave your Pension Account invested in the Scheme, or you can transfer the value of your Pension Account to a new scheme.

Joiners after 1 October 2015
If you leave after thirty days, the full value of your Pension Account will remain invested.

Joiners before 1 October 2015
If you leave after two years, the full value of your Pension Account will remain invested.

If you have completed at least three month’s service in the Scheme you will have the option to transfer the full value of your Pension Account to another pension arrangement, provided you do so within three months of being notified of the amount available.

If you leave having completed less than three month’s service, or choose not to exercise the option to transfer out as outlined above, the value of your Pension Account is reduced by the value of those employer contributions to which you are not entitled. Your Pension Account may then be taken as a refund, subject to tax.

Where your Pension Account is reduced by the value of the employer contributions to which you are not entitled, it is PA’s practice to make a payment to you broadly equal to the value of the employer contributions credited to your Pension Account in lieu of the 3% ‘member contribution’ (see page 5). This payment is not a Scheme benefit and is subject to tax and National Insurance.

The Trustee will use the remaining value of your Pension Account to provide benefits for your dependants, either as a lump sum (subject to any restrictions imposed by HM Revenue & Customs) or as a pension, or both.

Transfer to another scheme
Subject to the above service requirements (see page 8), the value of your Pension Account can be transferred to another pension scheme that is willing to accept it. There is no charge for making a transfer, so the transfer value is equal to the value of your Pension Account at the date of transfer. It is possible to transfer the value of your AVCs independently of your remaining Pension Account value.

Keeping you informed
After leaving, you will get an annual statement of your Pension Account. You can normally get an up-to-date statement at any time, but you only have a statutory right to request a statement once a year.

Rejoining PA
If you rejoin PA and have left your Pension Account in the Scheme, it can simply be ‘reactivated’.

Opting out
If you are automatically enrolled into the Scheme, you will have a 1 month window to opt out and be treated as if you had never been a member. For leaving the Scheme outside this window, see ‘Ceasing membership’ below.

Ceasing membership
You can choose to stop contributing to the Scheme while you are still employed by PA, provided you give one month’s written notice to the Pensions Department (see page 4). You will then be treated as if you have left, but you may be permitted to rejoin the Scheme at a later date. You may also be automatically re-enrolled into the Scheme if you qualify as an eligible employee (see page 2). You should note that life cover and long term sickness cover will cease if you opt out.

If you are permitted to rejoin or if you are re-enrolled, the life cover of four times annual Salary is subject to the Trustee being able to obtain insurance for the cover on standard terms. If you are still employed by PA at PA’s re-enrolment date, you may be automatically re-enrolled into the Scheme.
Retirement

On your retirement there will be a number of options available, but generally speaking you can take a tax free lump sum and use the remaining funds in a number of ways that will be taxed as income when drawn. You can purchase a pension from an insurance company or transfer your Pension Account to a specialist provider to take an income each year or as cash.

Lump sum option
You can choose to take up to 25% of your Pension Account as a tax free lump sum.

Purchase a pension
The value of your Pension Account (after any lump sum you have elected to take) is used to buy an annuity for you alone, or you can choose to include benefits for dependants. You may choose what pension increases, if any, you wish to purchase on retirement.

Pensions are taxed as earned income.

Alternatives to annuity purchase
If you wish to take an income each year or take your benefits as cash, these options are not available under the Scheme. You will need to select a specialist third party provider that can provide you with this flexibility, which will mean transferring out of the Scheme.

Your benefits will be taxed as income when drawn. If you also wish to take up to 25% of your Pension Account as a tax free lump sum, this will be paid to you by your selected third party provider.

Whilst you can receive free guidance, we strongly recommend that you obtain independent financial advice before making a decision on your pension, especially if you are considering a transfer. You may also be required to have taken advice for some options.

Retirement age
The Scheme’s Normal Pension Date is age 65 but benefits from your Pension Account can normally be taken from age 55.

Members who joined the Scheme before 1 October 2006 have a Normal Pension Date of age 60.

Ill health or disability
If you are unable to work due to incapacity (as defined by HM Revenue & Customs), you may retire at any age and take the benefits from your Pension Account as described above.

Guidance ahead of retirement
You have access to free and impartial guidance about your retirement choices. This will be provided by independent organisations such as the Pensions Advisory Service or Citizens Advice Bureau and is known as Pension Wise.

Pension Wise: www.gov.uk/pensionwise

You can also visit these websites for further information:
Pensions Advisory Service: www.pensionsadvisoryservice.org.uk/
Money Advice Service: www.moneyadvisecservice.org.uk/en

Legal and financial basis of the Scheme

The assets of the Scheme are held by the Trustee of the Scheme and are entirely separate from PA’s assets.

Constitution and registration with HM Revenue & Customs
The PA Defined Contribution Scheme is a section of the PA Pension Scheme. The Scheme is registered with HM Revenue & Customs under Part 4 of the Finance Act 2004. Amendments to the Scheme require the consent of both PA and the Trustee.

Trustee
The Scheme is administered by a trustee company called PA Pension Trustees Limited. The Trustee is responsible for the operation of the Scheme in accordance with the Scheme’s documentation.

Administrative expenses
With the exception of costs associated with the purchase of a pension and some investment switches (see Members’ Guide to Investment) the cost of running the Scheme is borne by PA.

Governing documentation
Every effort has been made to ensure that this booklet is accurate and up-to-date, but it is only a summary of the Scheme benefits. Your rights to benefits are governed solely by the Definitive Trust Deed and Rules (as amended from time to time) of the PA Pension Scheme. The Definitive Trust Deed and Rules (as amended) go into various points of detail that inevitably cannot be reproduced in a booklet like this. If there is any discrepancy between this booklet and the Definitive Trust Deed and Rules, whatever its source, the latter must prevail. This booklet does not confer any legal rights.

The Definitive Trust Deed and Rules can be amended from time to time, subject to statutory protection for your accrued rights. PA has power to stop future benefits accruing under the Scheme. Where a benefit is only available with the consent of PA and/or the Trustee, the fact that they may give that consent on one occasion does not bind them to give it on any other occasion.
Data Protection Act 1998

The Trustee will hold and process personal data in respect of members.

Holding data
The Trustee will hold personal data provided by you (and, where appropriate, by third parties such as your employer or medical advisors), for the purpose of calculating and providing your benefits and your survivors’ benefits under the Scheme.

Making data available
The Trustee may make that data available to others (inside the European Economic Area or in any other country whatsoever) where the Trustee thinks it is necessary or desirable to do so for the efficient operation of the Scheme. In particular, the Trustee may need to make the information available to its professional advisors (eg actuaries, lawyers and auditors), the administrators responsible for providing benefits under the Scheme, and other trustees or bodies who may become responsible for providing benefits.

In addition, the Trustee may make that information (apart from any information about who you may wish to receive lump sum or pension benefits on your death) available to your employer (and other companies in the PA Group or with whom your employer is dealing, in any country in the world) where the Trustee thinks this is appropriate for the preparation of accounts or other financial information, for the calculation of remuneration packages or the development of remuneration policy, or in connection with the reorganisation of the business in which you are employed.

Your consent
By remaining in the Scheme after being automatically enrolled or by opting in, you will be treated as having consented to the holding, transfer and processing of the information needed to calculate and pay your benefits and your survivors’ benefits under it in the ways described above.

Further information
If you want to know more about the data held by the Trustee or the purposes for which it is held, please contact the Pensions Department at the address on page 4.
Further information

Further information about the Scheme is available on request.

Annual report and statements

The Trustee publishes a report each year which is available on request; a summary is distributed to members. An annual statement is issued to members, and further information about the Scheme is available on request.

Enquiries

If you have any questions about the Scheme or your own benefits, you should contact the Pensions Department at the address on page 4.

Complaints and disputes

The Trustee aims to run the Scheme so that members do not have cause for complaint. If a problem does occur, it can almost invariably be resolved on an informal basis with the Pensions Department.

Internal Dispute Resolution Procedure

If your disagreement cannot be resolved informally, you may be able to make use of the Trustee’s Internal Dispute Resolution Procedure (IDRP) to apply for a decision. You can obtain a brochure about the IDRP from the Pensions Manager at the address on page 4. The brochure explains:

1. Which disagreements are covered by the IDRP and which are not covered.
2. Who can use the IDRP.
3. How to use the IDRP.
4. How your complaint will be handled (IDRP – stage 1).
5. How you can appeal (IDRP – stage 2).
6. Who can help if you are still not satisfied after following the IDRP.

External advisory services

TPAS (the Pensions Advisory Service) is available at any time to assist members and beneficiaries of pension schemes in connection with any pensions query they may have, or any difficulty which they have failed to resolve with the trustees or administrators of the scheme.

The Pensions Ombudsman may investigate and determine any complaint or dispute of fact or law in relation to a pension scheme made or referred to him in accordance with the Pension Schemes Act 1993. Where the IDRP applies to a complaint or dispute, the Ombudsman will not normally have power to deal with it until the IDRP has been exhausted.

The address of TPAS and the Ombudsman is: 11 Belgrave Road, London SW1V 1RB.

The Pensions Regulator

The Pensions Regulator is able to intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties, and in certain other circumstances. The address of the Pensions Regulator is: Napier House, Trafalgar Place, Brighton, BN1 4DW.
If you have lost track of any previous pension rights, you can get help from the Pensions Tracing Service.

The Pensions Tracing Service holds details of all registered pension schemes. If you have lost track of your deferred benefits with a previous employer, you can contact the Pensions Tracing Service who should be able to provide you with an up-to-date address of the trustees of that scheme.

The contact details are: Pension Tracing Service, The Pension Service, Tyneview Park, Whitley Road, Newcastle Upon Tyne NE98 1BA.

PA Pension Scheme

The PA Defined Contribution Scheme is a section within the PA Pension Scheme. Information about the PA Pension Scheme, including the name and address of the Trustee, has been given to the Pensions Registrar in accordance with legal requirements.

Appendix 1

Benefit and contribution limits

This is a summary of the limits on member contributions and benefits imposed by HM Revenue & Customs.

Member contributions

In any tax year you can pay additional voluntary contributions (AVCs). Your total contributions, including any paid to other pension schemes, must not exceed your taxable remuneration in that tax year (subject to the Annual Allowance).

In addition, your total contributions to the Scheme are limited to your taxable remuneration from PA less your National Insurance deductions.

Lifetime Allowance

The Lifetime Allowance represents the capital value of your benefits, from all pension schemes, which may be taken in a tax efficient manner. Any benefits in excess of the lifetime allowance will be taxed at 55%.

For the Lifetime Allowance please see PA Pyramid Pensions or myPension.

PA imposed earnings cap

Prior to April 2006 HM Revenue & Customs imposed a cap on earnings for pension purposes. From April 2006 a PA imposed earnings cap will apply for standard contributions and life cover purposes.

Annual Allowance

The Annual Allowance is the ceiling on the total payments which can be made to all pension schemes, by you or on your behalf, in any tax year, without incurring a tax penalty. The Trustee does not allow members to contribute more than the Annual Allowance to the Scheme. You should therefore inform the Pensions Department if you have any other pension benefits that may contribute towards the Annual Allowance. Where the annual allowance is exceeded the excess is subject to a tax charge of 40%, collected through your self assessment return.
We are an employee-owned firm of over 2,500 people, operating globally from offices across North America, Europe, the Nordics, the Gulf and Asia Pacific.

We are experts in energy, financial services, life sciences and healthcare, manufacturing, government and public services, defence and security, telecommunications, transport and logistics.

Our deep industry knowledge together with skills in management consulting, technology and innovation allows us to challenge conventional thinking and deliver exceptional results with lasting impact.