

Bonus Exchange Form

PERSONAL DETAILS									
First Name:		Surname:							
Title:		Known As:							
National Insurance Number:		Date of Birth: (DD/MM/YYYY)							
Payroll Number:		Email Address:							
Name of Plan:	Ponticelli UK Group Personal Pension Plan								

INFORMATION									
<p>You are entitled to receive a bonus.</p> <p>You have been given the option to receive the bonus in the normal way through PAYE or give up your contractual rights to part or all of the bonus in favour of an employer paid pension contribution. The employer pension contribution will be equivalent to the amount of bonus exchanged (i.e., given up) plus your usual monthly contribution and this will be paid into our registered workplace pension scheme with Scottish Widows.</p> <p>If you wish to take this option, then you will need to confirm the amount of bonus you wish to exchange below and sign the employee declaration by the enter date</p>									

YOUR INSTRUCTION									
I wish to exchange the following amount of my bonus entitlement			<input type="text"/>				%		

EMPLOYEE DECLARATION									
<p>It is your responsibility to ensure that the information provided is accurate and we are kept up to date with all your current details. If you have any changes to your personal details, such as change of address for example, it is your responsibility to update the provider directly. We cannot be held responsible for any incorrect information provided.</p>									
Full Name:									
Employee Signature:									
Date: (DD/MM/YYYY)									
Please return the completed form to: payrollponticelliuk@pbs-offshore.com .									

IMPORTANT NOTES									
<ul style="list-style-type: none">On-going monthly pension contributions will continue to be paid by salary exchange (unless you previously chose to leave the scheme) regardless of whether you participate in the bonus exchange scheme.If you decide to exchange part or all of your bonus, then this amount will be invested in the same way as your existing contributions, unless informed otherwise.For further information, please visit: https://www.gov.uk/government/publications/rates-and-allowances-pension-schemes/pension-schemes-rates									