FUJITSU UK
PENSIONS

FUJITSU

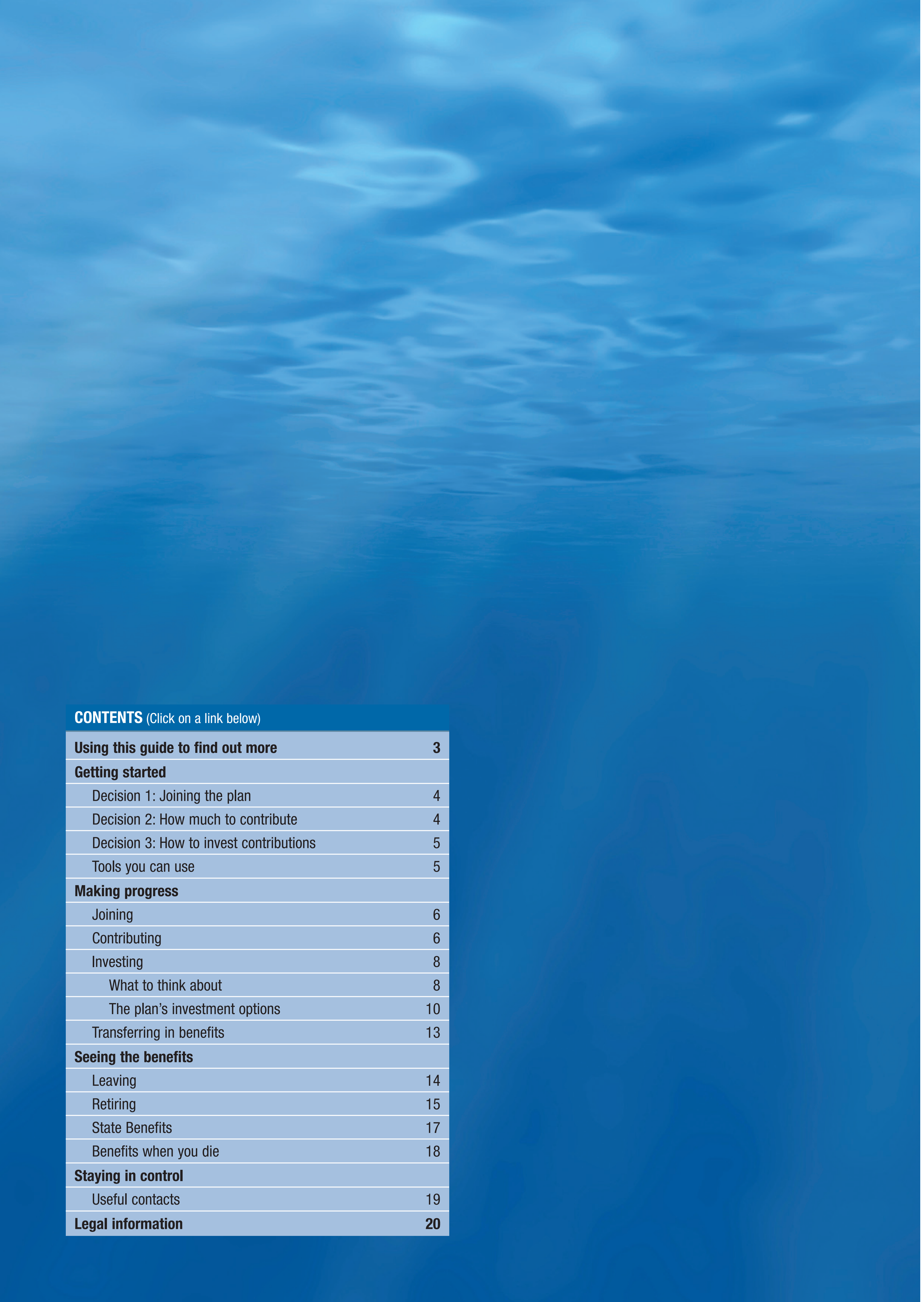
Your guide to the

FUJITSU UK PENSION PLAN

Section A -
For joiners on or after
1st September 2008

focus on PENSIONS

FUJITSU
UK Pension Plan



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USING THIS GUIDE TO FIND OUT MORE

This guide is designed to help you with the decisions you will make both before and after you join the Fujitsu UK Pension Plan, and to help you plan for your retirement.

New employees can use this guide to understand:

- how to join the plan
- the contribution rates you can pay
- the investment options that are available
- where to find more information.

After you have joined the plan, you can use this guide to understand:

- where to find information about your pension account
- how to change your contributions and investments
- how benefits can be transferred into the plan
- Your options when you leave the company or retire.

Throughout the guide you will find words that have a definition to explain them, highlighted in grey boxes.

Getting Started

Decision 1: Joining the plan

The plan is a defined contribution plan. This means contributions are invested to build up a fund - your pension account. When you retire, you can use all or part of your pension account to purchase a regular income for the rest of your life, usually from an insurance company.

You may also take:

- part of your pension account as a tax-free amount in cash
- a pension for your dependants if you die after you have retired
- inflation protection for your pension and or any dependant's pension.

If you die whilst an active member, benefits are payable of a lump sum of 4 x salary and, if you leave a financial dependant, another lump sum of 4 x salary. If you are too ill to work for a long period, you are also entitled to insured income protection.

The size of the pension you eventually receive will depend on three factors:

- how much has been paid into your pension account
- the investment return your pension account achieves
- how much it costs to convert your pension account into income.

The plan is the Fujitsu UK Pension Plan.

The company refers to Fujitsu companies in the UK which participate in the plan.

Your pension account is an account set up in your name in the plan.

Contributions are payments into your pension account.

YOUR NEXT STEP

Find out more in the 'Joining' section. The rest of the guide sets out detailed information on the plan to help you make this important decision.

You can join the plan in the 'SELFService' section of Café Vik under 'Your Choices'. HRDirect can give you more information.

Decision 2: How much to contribute

When you join the plan, our administrators will set up your pension account. Fujitsu will make contributions through salary swap, which means the company pays all the contributions to your pension account. See the 'Contributing' section for further details about how salary swap works.

Remember that the more money contributed to your pension account, the greater your chance of retiring with a good pension.

You can choose to transfer in money from pension plans you have belonged to before.

The money invested in your pension account is kept separate from the company. The trustee ensures that this separation is maintained.

The trustee is a company specifically set up to run the plan. The directors, known as trustee directors, are appointed by the company and elected by members to ensure the plan is well run and properly safeguarded. The trustee is responsible for looking after the interests of members.

You become a member of the plan after you join.

YOUR NEXT STEP

Find out more in the 'Contributing' section.

You can make this decision in the 'Your Choices' section of Café Vik. HRDirect can give you more information.

Decision 3: How to invest contributions

You have a number of investment funds to choose from, offered through Fidelity. The plan offers two investment approaches:

- Central Range with lifecycle overlay - this is designed by the trustee, for members who prefer to rely on a pre-defined investment strategy.
- Self Select - you choose the funds you want to invest in from the range offered by the trustee.

When you join the plan, your pension account will be automatically invested in the Adventurous Fund - central. You can move to another of the central funds or self select at any time.

CONTACT FIDELITY PENSIONS SERVICE CENTRE

08457 234 235 or **pensions.service@uk.fid-intl.com**

Fidelity Pensions Service Centre
Beech Gate, Millfield Lane, Lower Kingswood, Tadworth, Surrey KT20 6RP

Fidelity's services are described in detail in the 'Staying in control' section.

YOUR NEXT STEP

Find out more about your investment considerations and options in the 'Investing' section.

Tools you can use

Once you have joined the plan, you will have easy access to your pension account and a wide range of tools to help you manage your pension account.

- You can use PlanViewer (Fidelity's online administration system) to manage your pension account online including to:
  - check the current balance of your pension account.
  - change the way your pension account is invested.
  - change the way your future contributions are invested.
  - look at detailed information on fund options, and
  - download guides on making investment decisions.

  In the 'Tools & Learning' section you will find:
- calculators to help you decide how much you should be saving now to achieve the income you are planning for when you retire, and how much you can afford to contribute, and
- short presentations that explain the basics of planning for retirement. They provide a simple summary of several topics - such as asset classes and investment risk. The subjects are based on the questions that members often ask.

Once you are a member, visit PlanViewer at www.fidelitypensions.co.uk.

See the 'Staying in control' section for more information on PlanViewer.

- Fidelity is the plan's administrator. You can call Fidelity's Pensions Service Centre before you join the plan. They can explain how the plan works and give you information on your fund options. Fidelity's representatives aim to give you enough information so that you can make your decisions. They cannot, however, give you advice on whether or not to join the plan or what investment choices would be right for someone in your particular situation. If you would like that sort of help, you may want to think about seeing a financial adviser.

A financial adviser is a person authorised to provide financial advice. They may charge you a fee for this advice.

Making Progress

JOINING

Who can join?

Membership of the plan is open to all eligible employees from the day you join the company. You must join the plan within 3 weeks of joining the company.

If you do not join the plan within 3 weeks of joining the company you will only be able to join the plan annually during the Your Choices benefit enrolment period.

How do you join?

You join the plan via the 'Your Choices' section on Café Vik. If you don't have access to Café Vik, contact HRDirect for more information.

What happens next?

Shortly after you join, Fidelity will send you two personal identification numbers (PINs) so you can begin to manage your pension account on the internet. One PIN is for accessing information about your pension account through PlanViewer, the other for getting information over the phone.

CONTACT HRDIRECT

External: **+44(0)870 234 7744** Internal: **7744**
hrdirect@uk.fujitsu.com

CONTRIBUTING

The contributions to your pension account will influence its size at retirement. The earlier you start and the more that is contributed, the better your benefits will be.

To help you save for retirement, the company will make monthly contributions to your pension account at a level that you choose through salary swap.

How does salary swap work?

On joining the plan you will be asked to give up a part of your pay, equivalent to what would be your gross employee contributions detailed below. The company then pays into the plan an amount equal to the contributions you would have paid. This arrangement is called 'salary swap' and contributions paid this way are called your 'salary swap contributions'.
You are paid a reduced salary, and income tax and national insurance contributions are calculated on that lower salary, which means you pay lower national insurance contributions. Contributions to the plan are not subject to income tax.

There may be a small impact on some State Benefits for some employees. However, to help protect you from potentially losing any such entitlement to State Benefits, Fujitsu has set a minimum salary below which salary swap may not be used. This minimum salary is called the Pay Protection Limit (PPL). If your income would fall below the PPL you can still join but unfortunately you will need to make normal contributions and be unable to benefit from the national insurance saving offered by salary swap.

There is no negative impact on your other Fujitsu benefits. Although your salary is reduced, all salary related benefits you receive are based on your notional salary which is your pensionable salary before it is reduced through salary swap.

Your salary reviews and any overtime payments will be based on your notional salary. There is more information on salary swap on the Your Choices flexible benefits pages on Café Vik.

How much is contributed to your pension account?

The amount the company contributes depends on how much you decide to reduce your salary by under salary swap.

To join you must agree to a salary swap reduction of 3%. If you want to pay more, you can - these are known as additional swap contributions. The company will match minimum and additional swap contributions on a 2:1 ratio up to a maximum of 10% from the company.

MINIMUM SWAP CONTRIBUTION	COMPANY CONTRIBUTION	TOTAL CONTRIBUTION
3%	6%	9%
Minimum + additional swap contribution (voluntary)	**COMPANY CONTRIBUTION**	**TOTAL CONTRIBUTION**
4%	8%	12%
5% or more	10%	15%

For example, if you agree that your salary will be reduced by 4%, the company will pay a total of 12% into your pension account (made up of the 4% by which your salary is reduced and the 8% company contribution).

All contributions to the plan will stop when you leave the plan or the company.

Making changes to your salary swap or additional swap contributions

When you join the plan you must contribute the salary swap contribution of 3% and choose whether to make additional swap contributions. Once a member, you can stop start or change your additional swap contributions during the annual enrolment period (in July) for the next year beginning 1st August or at any other time if you experience a life event. For a list of life events, see the Your Choices flexible benefits pages on Café Vik.

Additional Voluntary Contributions

If you wish, instead of (or as well as) making additional swap contributions, you may make additional voluntary contributions. These are contributions which are deducted from your salary rather than being paid through salary swap. There is no national insurance saving so these are less tax efficient but you can start, stop or amend these contributions at any time.

The annual allowance

There are no limits to the amount of contributions paid to your pension account. However, HMRC does restrict the level of contributions to which tax relief applies. This is known as the annual allowance.

The annual allowance is reviewed each year and was set at £245,000 for 2009-2010. HMRC will tax contributions above this amount.

HMRC is HM Revenue & Customs.

What happens to your contributions during maternity, paternity, or adoption leave?

Please speak to HRDirect for more information.

YOUR NEXT STEP

If you would like more information about how the plan's contribution structure works, contact HRDirect.

If you are about to join the plan you can set up salary swap contributions in the 'Your Choices' section of Café Vik.

INVESTING

When you retire your pension account will be used to buy benefits, normally a pension. The higher the value of your account the greater the benefits you can buy. The size of the pension you receive in retirement depends, to a large extent, on how much your pension account grows over the years. It is in your interests to invest your pension account in a way that offers the best chance of increasing the value of your pension.

Your investment choices

The trustee offers two options:

CENTRAL RANGE

The central range gives you access to three central funds and each has a lifecycle overlay.

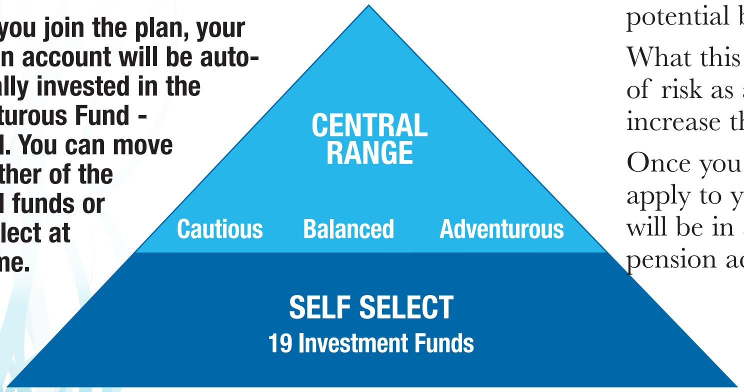
With a lifecycle overlay your pension account is invested, over the course of your working life, in a combination of equity/balanced, bond and cash funds.

SELF SELECT

You choose where your pension contributions are invested from the full range of investment funds available.

Details of the funds you can invest in are set out in the 'investment choices leaflet'. More information on the funds, including performance information, is on each fund's factsheet which you will find on Café VIK or PlanViewer.

When you join the plan, your pension account will be automatically invested in the Adventurous Fund - central. You can move to another of the central funds or self select at any time.



Changing your investment decision

You can change how your future contributions are invested and/or how the savings you have built up in your pension account are invested at any time:

- online through PlanViewer at www.fidelitypensions.co.uk
- by calling Fidelity's Pensions Service Centre on 08457 234 235. There is no charge for changing the way your contributions are invested.

What to think about

Making an investment decision

Deciding how to invest your pension account involves choosing funds that match your attitude to the risks and rewards of investing.

Investing in a pension is usually a long-term undertaking. This means you have a long time to build up a pension account with which to buy your pension and can often take a longer-term view of your investments. However, there are also a number of challenges you have to face along the way. These tend to be described in terms of "risk".

Pensions and risk

The first point to bear in mind is that risk is not necessarily a bad thing. It is a part of everyday life. There is a degree of risk in everything we do - crossing a road, eating a meal or travelling by plane. We take these risks because of the potential benefits or pleasure we can expect. It is the same with saving - every type of investment, from a cash account to a stockmarket fund, has risks attached to it, as well as potential benefits.

What this means for investments is that you can think of risk as an opportunity - it gives you a chance to increase the growth potential of your pension account.

Once you understand how these various types of risk apply to you and your particular circumstances, you will be in a better position to choose funds for your pension account.

Three of the most important types of risk involved in a pension are:

1. Lost opportunity risk

One of the biggest risks you face is likely to be that you will not have contributed enough to your plan to have as much to live on as you were hoping for. But another risk you need to think about is opportunity risk.

Opportunity risk is the term often used to describe a situation where you have not chosen to invest your contributions where they have the potential to achieve the growth that you need. This could happen if you choose funds that involve relatively low levels of investment risk, such as cash funds. Investments like these are unlikely to achieve significant levels of growth over the long term, although they are usually considered safer investments in the shorter term.

Along with this, you need to consider inflation, which reduces the real value of savings. An investment in cash, while seeming secure, may pose a risk because the value of your savings in real terms will be affected by inflation, and a cash investment may not keep up with the rate of inflation as well as other investments. Lost opportunity risk is more of a consideration for people in the early and middle stages of their working lives.

2. Investment risk

The value of many investments is affected by daily fluctuations in the stock market and it is always important to remember that prices can go down as well as up. This is particularly relevant if you are thinking about a fund that invests in shares.

It is only natural to be disappointed if you see the value of your investments going down over a period of weeks or months - or even two or three years. However, this is part and parcel of being a long-term investor. In addition, you buy more units when prices are low which should rise in value over the long term. The idea is that your investment will have time to recover from any setbacks and could go on to achieve greater levels of growth. The critical point is not how much your pension account goes up or down in a short period, but how much it is going to be worth when you retire which may be in 20 or 30 years' time. The message here is that if you want to achieve significant levels of growth over the years, you need to tolerate some investment risk.

On the other hand, if you are approaching your retirement, investment risk is likely to be more significant to you. If markets fall just before the time when you are planning to buy your pension, your savings may not have time to regain their value.

3. Pension conversion risk

Most people purchase an annuity at retirement, which is a stream of income paid to you for the rest of your life.

The prices of annuities change frequently. In other words, the amount of income you can buy with each £1,000 in your pension account may go up or down from one year to the next. The risk here is that when you reach your retirement date the price of annuities may have risen, which will reduce the amount of income you have to live on.

The most important thing to remember is that you can't avoid risk altogether, but you can manage it by choosing investments, particularly as you near retirement, that are suitable for your goals, circumstances and age.

The table below shows which types of risk are likely to be most relevant to you.

RISK	MORE THAN TEN YEARS TO RETIREMENT*	TEN YEARS OR LESS TO RETIREMENT*
Lost opportunity risk	✓	✗
Investment risk	✗	✓
Pension conversion risk	✗	✓

* The table uses ten years to give an approximate idea of when the various types of risk might lose and gain relevance. However, this is a gradual process, which will take place at different points for different members, depending on their particular circumstances and attitude to risk.

Making Progress

THE PLAN'S INVESTMENT OPTIONS

Central fund range

The plan offers a choice of three central funds and each has a lifecycle overlay.

The lifecycle overlay has been designed by the trustee to make your investment decision as easy as possible. It is designed for members who prefer to rely on a pre-defined investment strategy. A lifecycle overlay may be suitable for you if you are not familiar with making investment decisions or do not feel comfortable managing your pension investments.

How does the lifecycle overlay work?

A lifecycle overlay is an automatic investment process where whilst you are younger you aim to achieve a higher return on your pension investment and then as you get older and approach retirement your pension account is gradually moved into less volatile investments. It is targeted to the retirement age you select, or age 65 if you do not select a retirement age.

In the early years of your working life you are able to benefit from the growth potential of the stockmarket by investing in equity/balanced funds. Over time the mix of investment changes automatically to become more conservative. So, as you get closer to retirement your pension account will be invested more in bond and cash funds. By the time you retire and need to convert your pension account into a pension, it will be invested only in bond and cash funds, protecting its value and buying power.

The proportion of your pension account that is invested in each fund will vary, depending on how many years you have until retirement. Full details of the lifecycle overlay and the central funds are contained in the 'investment choices leaflet'.

With a lifecycle overlay all the investment decisions are made for you, however if you decide that you do not wish to move automatically to less volatile investments you can move to self select at any time.

Equities is another word for company shares, which are bought and sold on the stock market. The price goes up and down depending on how well that company is doing and how many people want to buy its shares.

Bonds are loans to a company or government. Loans to the UK government are called gilts. The company or government will pay a fixed rate of interest on the loan and pay back the full amount at the end of the set period.

Cash, in investment terms, means money you have deposited, as you would with a bank or building-society account.

Selecting your retirement age

The lifestyle overlay is targeted to the age you plan to take your benefits. If you choose one of the central funds with the lifecycle overlay, you need to confirm your selected retirement age by calling the Pensions Service Centre. It is important that you consider this carefully. You may want to ask yourself the following questions:

- Will I have enough to retire on by that time?
- How much should I be contributing now to be able to retire then?

If you don't confirm your selected retirement age, Fidelity will assume that you plan to take your benefits at age 65. You can choose an earlier retirement age, if you wish. This can be as early as 50 (55 from 6 April 2010).

You can change your selected retirement age at any time by calling the Pensions Service Centre.

More tax savings

As well as the tax relief on contributions, you do not have to pay tax on the interest you earn on cash deposits and bond investments in a pension account, and any growth is free from capital gains tax.

Remember that tax rules may change in the future.

Fund charges

There are no initial charges for paying contributions into the funds. So, if you contribute £100, you will be investing £100 into the funds you choose. These funds have annual management charges. The annual management charge is taken from each fund's assets and they are included in the quoted price for the fund. They are not taken from your pension account. Charges are set out on the fund factsheets, which are on PlanViewer. The performance figures for the funds take account of charges.

Risk factors

- The value of investments can go down as well as up and you may not get back the amount you invested.
- If a fund you choose invests in overseas markets, the changes in exchange rates between currencies may cause the value of your investment to fall.
- Investments in small and emerging markets can be more unpredictable and liquidity may be lower than in other markets overseas.
- Due to the greater possibility of not getting back the amount invested, an investment in corporate bonds is generally less secure than an investment in government bonds.
- Units held in funds that invest in property may take longer to sell than others. You will need to take this into account when you consider taking your benefits.
- If you move money between funds, you may be out of the market for a short time. If the market moves in that time, it could affect the value of your investments.

YOUR NEXT STEP

If you would like to change your current investment choice, you can do so online through PlanViewer or by calling the Pensions Service Centre. You will need the web or telephone log-in details that were issued to you when you joined the plan. If you have lost these details, call the Pensions Service Centre on 08457 234 235 and they can re-send them to your home address.

For more information about your investment options, visit PlanViewer or call the Pensions Service Centre.

Remember to revisit your investment decision regularly to check that it suits your changing circumstances.

TRANSFERRING IN BENEFITS

With the trustee's agreement, you may be able to transfer the value of the following into your pension account:

- benefits left behind in a pension plan from an earlier job
- benefits from a personal pension, stakeholder plan or retirement annuity policy

Bringing all of your pension benefits together in this way may make it easier to plan for your retirement. However, transfers can be complicated. Consider speaking to a financial adviser to find out if transferring benefits is appropriate in your particular case.

The plan cannot accept transfers in respect of benefits earned as a result of contracting out of the State Second Pension (S2P) or its predecessor, the State Earnings Related Pension Scheme (SERPS) - see the 'State Benefits' section for further details on S2P and SERPS.

YOUR NEXT STEP

If you would like more information about how to transfer benefits, contact the Fidelity Pensions Service Centre.

Seeing the Benefits

LEAVING

If you leave the plan you will not be able to make any further contributions to your pension account. The company contributions will cease as well.

Your options are to:

- leave your pension account invested with the plan until you retire. You will still be able to manage your investments, or
- transfer the money from your pension account to another registered pension arrangement, provided it will accept the transfer. This might be your new employer's plan or your own personal plan.

The plan does not currently charge people for transferring money out of their pension account. However, you may wish to check whether the plan receiving the transfer will make a charge for accepting the transfer.

If you leave the plan, but not the company

You can leave the plan at any time, even if you are still working for the company, but you must give the trustee at least one months' written notice. The company will stop making contributions to your pension account from the date you leave the plan. You have the same options as explained above.

The company and the trustee will decide what conditions to set for your membership if you rejoin. Any death-in-service cover may be restricted and you will need to comply with any requirements that the insurers have in respect of underwriting before cover commences.

Keep in touch

If you leave the plan (whether or not you are still working for the company) and your pension account is still invested in it, let Fidelity know if you change your address so that we can send you statements and contact you when you are due to retire.

Review your investment options from time to time, as your strategy will need to change over the years, just as if you were still making contributions to your pension account.

YOUR NEXT STEP

You can get more information from the Pensions Service Centre about your options when you leave the company.

RETIRING

The benefits that you are able to purchase when you retire will depend on the value of your pension account. Your pension account includes the value of:

- contributions to your pension account
- investment returns your pension account has earned, and
- any money you have transferred into your pension account from other pension plans.

When can you retire?

Usually you retire on your 65th birthday - the plan's normal retirement date. You may retire earlier or later than age 65.

The earliest you can take your benefits is currently age 50. This will increase to 55 on 6 April 2010. If you plan to retire early, bear in mind that your benefits will be lower as:

- you will have had less time to contribute to your pension account
- your pension account will have had less time to build up through investment returns
- the cost of a pension will be higher the earlier you retire (as it will potentially be paid for longer).

You could consider paying more into your pension account to help increase your future pension benefits - see the 'Contributing' section for information on paying additional swap contributions.

The latest you can take your benefits is when you reach age 75.

You will not be able to take tax free cash after your 75th birthday, and no lump sums can be paid to your beneficiaries from your pension account.

What are my options?

There are many ways of providing an income when you retire. You should consider speaking to a financial adviser before deciding how your pension should be set up.

When you retire, you can use your pension account to buy a pension. Generally, this will be an income that will be paid for the rest of your life, known as an annuity. The level of pension benefits you are able to purchase will depend on the value of your pension account, the type of pension you decide to buy and the cost of buying a pension at the time.

You must decide whether to:

- use the entire value of your pension account to buy a pension, or
- take up to 25% of your pension account as a tax-free amount in cash and buy a smaller pension with the rest of it. Pension income is taxed but the retirement cash-sum is tax-free.

You can also customise your pension to suit you. For example, you could take a lower income at the outset to:

- provide a pension for your husband, wife or civil partner or your dependants after you die, or
- arrange inflation protection for your pension and any dependants' pensions.

It is not compulsory to convert your pension account into benefits at the same time as you leave employment. For example, you may want to delay taking an income from your pension account so that it has longer to grow. In this case you will have to ensure that you have other means of support for the time before you take your pension.

Fidelity will let you know your options when you are near to retiring. You can buy an annuity through Fidelity, or from another approved life assurance company (known as the open-market option).

The lifetime allowance

HMRC set regulations to control the mix of benefits you choose when you retire. The regulations apply to this plan and all other registered pension plans you have when you retire. The maximum pension savings you can build up and still enjoy tax advantages on is £1.75 million (2009-2010 tax year). This overall limit is known as the lifetime allowance and covers all the pension arrangements you receive tax relief from. If the value of all your pension savings goes above the lifetime allowance, you will have to pay a lifetime allowance tax charge on the difference.

The lifetime allowance test is only applied when you take your benefits, or part of your benefits, from any of your registered pension arrangements.

The lifetime allowance is reviewed every year, and it is your responsibility to make sure you do not go above it. The lifetime allowance was introduced on 6 April 2006. HMRC have put measures in place to offer protection to members whose benefits before this date were close to or above the lifetime allowance at that time.

If you feel you may be affected by this limit, you should get financial advice.

Maximum Tax Free Cash

For joiners since 6 April 2006, the maximum permitted tax-free cash is currently 25% of the value of the pension account. If you joined the plan before 6 April 2006, you may be entitled to a tax-free lump sum greater than 25% of your pension account. Fidelity will let you know the maximum amount you can take as a lump sum when you retire. This right to a larger lump sum only relates to the value of the sum in the plan when you retire.

Cash benefits

If you reach retirement and the value of your pension account is small, you could consider taking all your benefits as a cash sum. Fidelity will let you know whether this is an option for you at retirement.

YOUR NEXT STEP

You can get more information from the Fidelity Pensions Service Centre about your options when you retire.

STATE BENEFITS

The State pension arrangements are in two parts:

- a basic flat rate pension (the Basic State Pension) of up to 100% of your earnings up to the Lower Earnings Limit. The amount of this pension depends on your National Insurance record;
- an earnings related part, known as the State Second Pension (S2P), which provides a proportion of your earnings between the Lower Earnings Limit and the Upper Earnings Limit.

Both the Lower Earnings Limit and the Upper Earnings Limit are adjusted every 6th April approximately in line with inflation.

Your State benefits are paid in addition to any benefits you receive from the plan.

BENEFITS WHEN YOU DIE

If you die before you retire

If you die before taking your benefits from the plan and before your 75th birthday, the trustee can pay the money in your pension account as a lump sum to your dependants or use it to buy a pension for them.
This is the case whether or not you are still working for the company at the time you die.

Under current laws, your dependants will not have to pay tax on any lump sum up to the value of the lifetime allowance (see the 'Retiring' section).

Your dependants are those who totally or partly rely on you financially, including your husband, wife or civil partner.

If you are an active member and still working for the Company the following benefits will be payable:

- Life assurance of four times your notional salary at the date of death. The trustees will determine who receives this life assurance lump sum, taking into consideration your stated wishes; and
- If you have dependants, an additional benefit will be paid to them of four times your notional salary on the date of your death.

These benefits are provided by an insurance policy taken out by the company in the name of the trustee. The cover may be restricted for employees who earn a very high salary or who do not join the plan at their first opportunity.

Your notional salary is your pensionable salary before any salary swap is applied

Your pensionable salary is your basic annual salary plus London allowance.

Nominate your beneficiaries

The trustee has the absolute right to decide who receives any benefits that arise from you being a member of the plan (the 'beneficiaries'). This is to ensure that your beneficiaries do not have to pay inheritance tax on the benefits payable should you die.
The trustee will take your wishes into account.
Let them know who you would like to receive any benefits by completing an expression of wish form on Self-Service on Cafe VIK.

You can update this information at any time.

If you die after taking your pension benefits

The benefits your dependants receive will depend on the type of pension you choose when you retire - for example, whether you have chosen to have a dependant's pension (see the 'Retiring' section).

USEFUL CONTACTS

Complaints

If you have a complaint, the trustee has put a formal procedure in place to deal with your concerns. For details, please contact the person named below.

Secretary to the trustee
c/o Fujitsu UK Pension Trust Limited
Fujitsu
Swan House, The Causeway
Staines. Middlesex TW18 3BF

You will receive a full written response within two months. If the matter is not dealt with, you can refer your concerns to the trustee within six months of the original response.

The trustee

The trustee of the plan is responsible for looking after your interests. With the support of professional advisers, the trustee makes sure the plan runs smoothly and oversees the day-to-day administration.
The current trustee is Fujitsu UK Pension Trust Limited. Details of the current trustee directors are available from the administrator.

The Pensions Advisory Service (TPAS)

TPAS's role is to help you with questions about your plan or with any problems the trustee or administrator could not deal with. You can contact TPAS through your local citizens advice bureau, or at:

11 Belgrave Road, London SW1V 1RB.

Phone: **0845 601 2923**

Email: **enquiries@pensionadvisoryservice.org.uk**

Website: **www.pensionadvisoryservice.gov.uk**

Pensions Ombudsman

The Pensions Ombudsman may be able to investigate any complaint or dispute that TPAS is not able to sort out for you. You can contact the Ombudsman at:

11 Belgrave Road, London SW1V 1RB.

Phone: **020 7834 9144**

email: **enquiries@pensions-ombudsman.org.uk**

Website: **www.pensions-ombudsman.org.uk**

The Pensions Regulator

The Pensions Regulator oversees how pension schemes are run. The regulator can become involved if the trustee, employers or professional advisers fail in their duties. For more information about the Pensions Regulator, contact:

The Pension Regulator
Napier House
Trafalgar Place
Brighton, East Sussex BN1 4DW.

Phone: **0870 606 3636**

email: **customersupport@thepensionsregulator.gov.uk**

Website: **www.thepensionsregulator.gov.uk**

Department for Work and Pensions (DWP)

The DWP will be able to answer questions on your state pension benefits. Your local citizens advice bureau will have details of your nearest DWP office.

HM Revenue & Customs

Visit the **website at www.hmrc.gov.uk**

Pension Tracing Service

If you have problems tracing your benefits in the future, you can contact the Pension Tracing Service.

Pension Tracing Service
The Pension Service
Tyneview Park
Whitley Road
Newcastle upon Tyne, NE98 1BA.

Phone: **0845 6002 537**

Website: **www.thepensionservice.gov.uk**
Quote the plan registration number, which is 10265611

IFA Promotion helpline

For a list of local financial advisers, call IFA Promotion on **0800 085 3250** or visit their website at **www.unbiased.co.uk**.

Fidelity (Administrator)

Phone: **08457 234 235**
email: **pensions.service@uk.fid-intl.com**

Legal Information

Data protection

The trustee will hold and process the information that you provide (or that is provided about you) on computer or through any other method we or our associated companies or agents use to administer the plan. This may involve transferring information electronically (including through the internet) and may also include transferring this information to affiliated or associated companies or agents based outside the European Economic Area. We will keep your information confidential and not pass it to any other company without the appropriate permission, except in the following circumstances.

- If the trustee has a duty, by law, to do so.
- If it is necessary to administer the plan.
- If either you or your current employer give us updated details or other information, in which case we will update the information we keep for any other plans of which you are a member and for which we hold records on our database.
- If we provide some information to your employer to help us administer the plan.
- If your employer has asked us to provide information to a financial adviser to allow you to receive advice.

You have the right to get a copy of the personal information we hold about you.

Rules and regulations

The plan is run according to a formal set of rules, which meet conditions set by HMRC.

This booklet is a guide to the plan, and the formal rules will always take priority if there is any difference between the two.

Amending or ending the plan

The plan may be changed at any time. You will be told if your benefits or rights are affected.

HMRC allowances

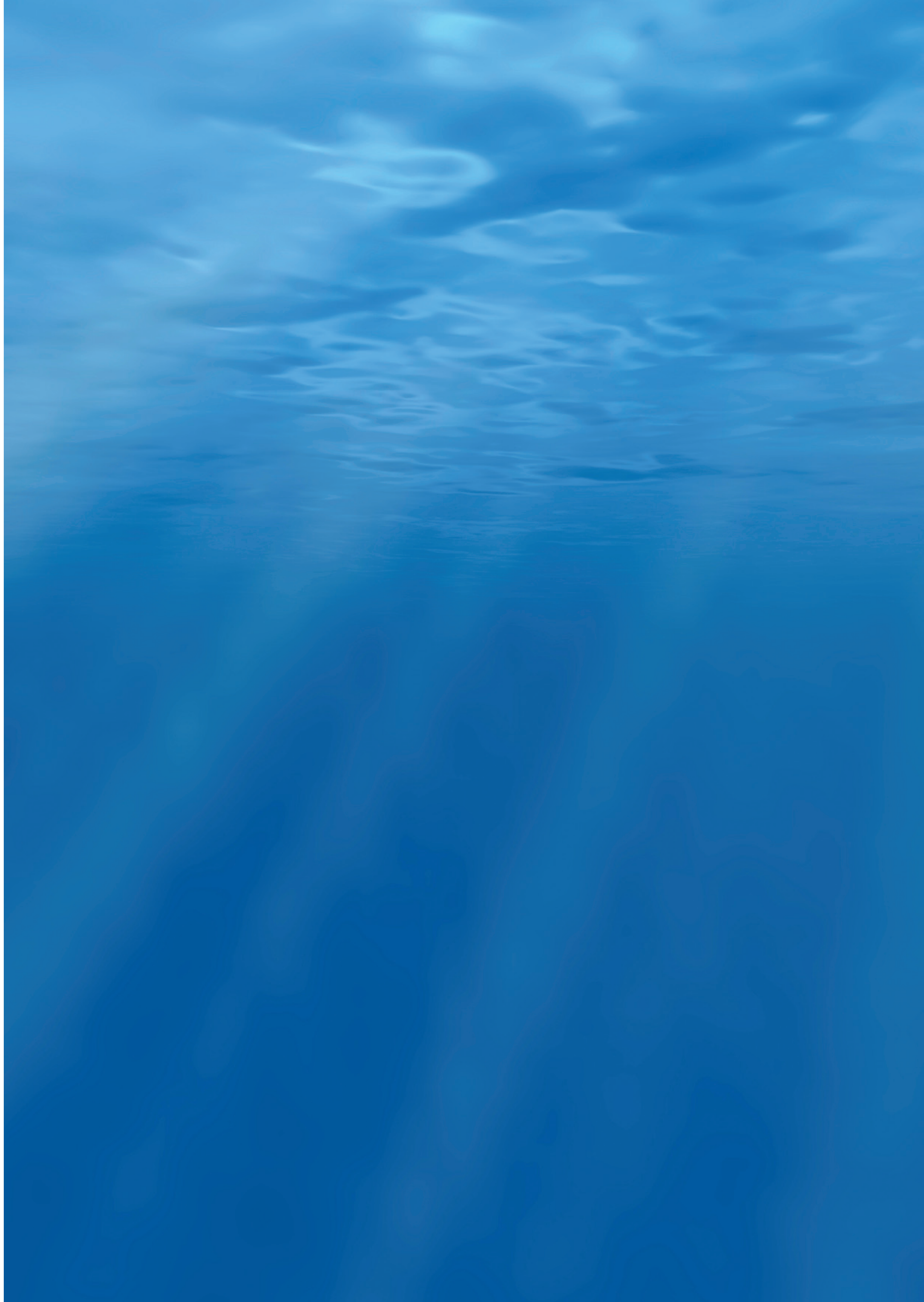
The taxation of benefits provided by the plan depend on certain allowances set by HMRC. Under normal circumstances, your benefits will be within these allowances and they will be paid subject to income tax.

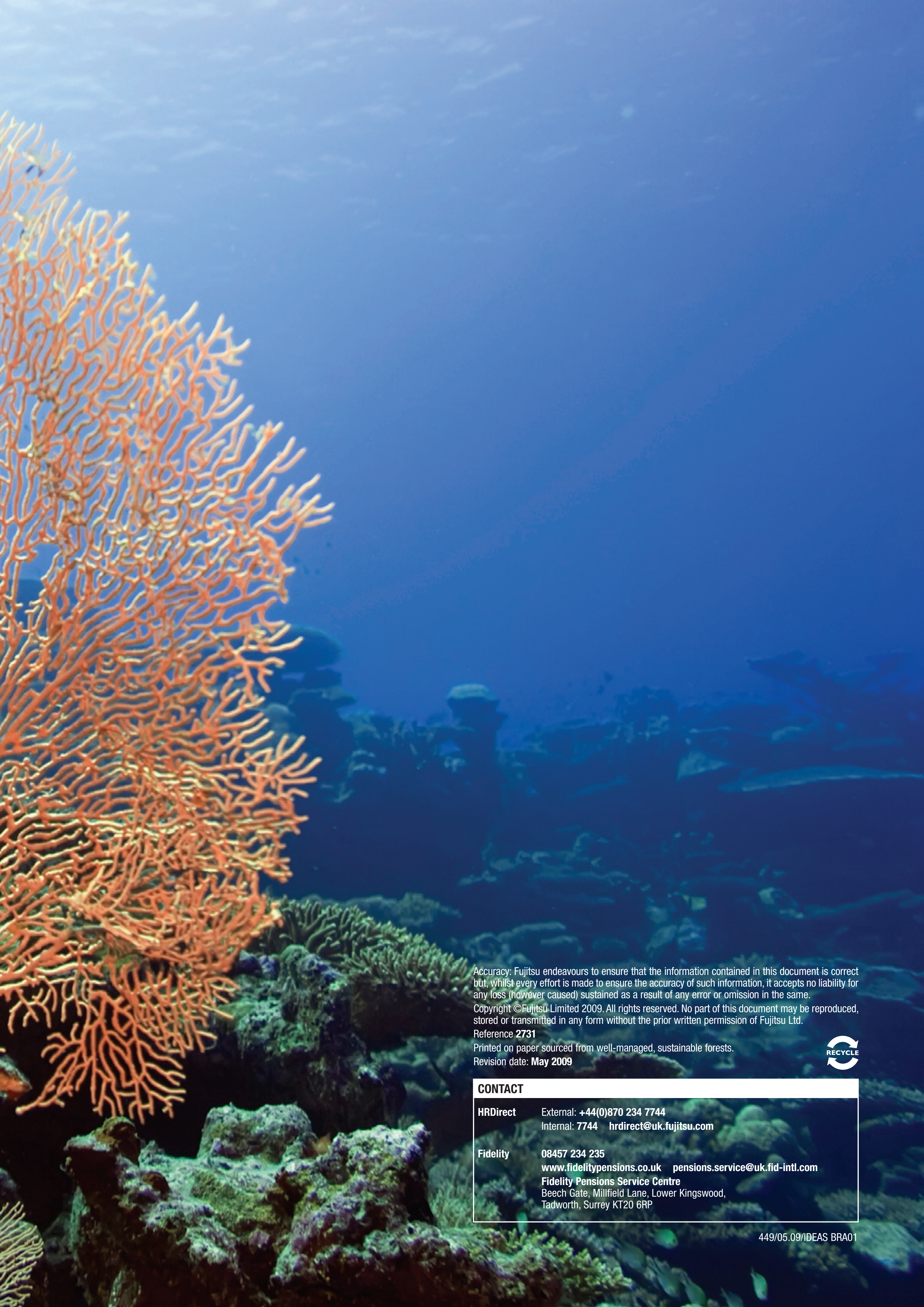
The nature of investments

Investments will be made in funds that are part of the long-term pension business of Fidelity Investments Life Insurance Limited. The funds invest in Fidelity unit trusts and open-ended investment company (OEIC) sub-funds managed by Fidelity Investment Services Limited, authorised by and regulated by the Financial Services Authority.

The Cash Pensions Fund invests in the Fidelity Cash Fund, a UK-authorised unit trust. The yield will rise and fall in line with changes in interest rates.

The funds also invest in funds managed by other fund managers or are reinsured into funds managed by other life insurance companies. These funds can be identified because the name of the other fund manager or insurance company will normally be shown in the name of the Fidelity Investments Life Insurance Limited fund.





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www.fidelitypensions.co.uk **pensions.service@uk.fid-intl.com**
Fidelity Pensions Service Centre
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Tadworth, Surrey KT20 6RP

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