

The **co-operative** investments  
good with money

Product guide to your

# CIS Personal Pension

Reminder of important facts



This guide applies to all variations of The CIS Personal Pension product (sold prior to April 2001), including:

- Voluntary contributions
- State Earnings Related Pension Scheme (SERPS)/State 2nd Pension (S2P) contributions
- Free-standing AVC contributions.

## Why you bought your Personal Pension Plan

You bought your Personal Pension Policy to provide yourself with an income in retirement.

Your contributions are invested to give you a Retirement Fund that you can use to buy a taxable pension for your retirement and to provide the option of a tax-free lump sum. We can arrange your pension for you or you can ask another pension provider to do so.

## Pensions are a tax-efficient way of saving

The government provides tax relief on any pension contributions you make. For example, if the basic rate of tax is 20%, then for every 80p that you contribute the government will automatically give us an additional 20p to add to your pension.

If you are a higher rate tax payer then you may be able to claim further tax relief from H.M. Revenue and Customs.

## Where your money is invested

Your Pension is invested in a with-profits fund which means that we manage your investments for you. The fund consists of a variety of investments including stocks and shares. The value of these investments will go up and down.

We smooth out investment returns so that you have some protection against extreme changes in the investment markets.

Your share of investment returns are passed onto you in the form of annual and final bonuses, although there is no guarantee that you will receive any future bonuses. The bonuses also allow for deductions to cover the expenses that we incur in managing your pension.

The “Principles and Practices of Financial Management” (PPFM) document explains in detail the management of the With-Profits Fund. The PPFM and a customer-friendly version of it, sometimes called a with-profits guide, are available either by accessing [co-operativeinvestments.co.uk](http://co-operativeinvestments.co.uk) or on request. In the event of conflict between this guide and the PPFM, the PPFM shall prevail.

## Fund guarantees

Your policy is designed to provide a guaranteed cash sum at your Chosen Retirement Date\* provided you pay all your contributions up to that date.

Your guaranteed cash sum and any bonuses, once added, are guaranteed to be paid on your Chosen Retirement Date, even if the investment markets fall. This provides the Retirement Fund from which you can take your pension.

## When you can take your pension

Retirement benefits can be taken from age 55.

We will write to you in the months leading up to your Chosen Retirement Date to inform you of your retirement options, unless you contact us to request an earlier retirement date.

## What you get at retirement

When you retire you will be able to take a tax-free cash sum of up to 25% of your Retirement Fund and a taxable pension for life.

## Guaranteed Annuity Rates (GARs)

If your policy, or add-on was purchased before 1st March 1999 then we will guarantee a certain level of pension for you should you retire at your Chosen Retirement Date and take your pension with us. This may boost your pension above pension rates that are available in the market.

These Guaranteed Annuity Rates are specified in your original Policy Schedule.

## If you die before taking your retirement benefits

If you die before you retire we will return the value of your pension fund to your beneficiaries.

If you purchased separate life cover with your pension and this cover is in force when you die, then we will pay an additional lump sum benefit.

If your policy contains benefits from when you contracted-out of the SERPS/S2P scheme, and if on your death you leave a spouse/civil partner, then these benefits must be used to provide them with a pension. Otherwise we will return the value of your pension fund to your beneficiaries.

## If you are in ill-health

If you took out the Waiver of Contribution option and you are still paying premiums, please contact us if, due to sickness, you are unable to work for any significant period. We may be able to pay your premiums for you.

If you are forced to retire early due to ill-health, then we may be able to make special arrangements for your retirement benefits.

## Transferring your pension

You can transfer your pension to another pension provider at any time before you retire. However, this will result in you losing your Fund Guarantees and Guaranteed Annuity Rate.

You should seek independent financial advice if you are considering this option.

## Contracted out of the State Pension Scheme

When you took out your pension, you may also have signed up to have your government contributions to the state scheme redirected to your personal pension. These contributions are sometimes referred to as your SERPS or S2P or Rebate contributions and are in addition to the basic state pension.

Unless you specifically asked us not to, in the 2003/04 tax year, we stopped taking your government contributions because we could no longer be sure it was in your best interest.



## Stopping your contributions

You can stop paying contributions but this will reduce the benefits you will receive at retirement.

## Additional information

This guide is intended to be a concise reminder of the main features of the product you have purchased. We supplied a contract for the product to you when you made your purchase and you should refer to this and any contract endorsement which we may have sent you for full information. In the event of conflict between this guide and any contract, the contract will prevail

### Notes

\*Throughout this document, whenever we refer to 'Chosen Retirement Date', this is the date that you originally stated you would like to retire and is the date shown on your annual statement.

**If you need more information,  
contact our Customer Contact Centre**

**08457 46 46 46**

Monday to Friday 8.30am to 5pm.

**Please call 08457 46 46 46 if you would like to receive this information in an alternative format such as large print, audio or Braille.**

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