

# Switch Instruction Form

Full Name: .....

Member Number: **M** .....

Contact Telephone Number: .....

If you would like details of your current fund allocation before completing this ‘Switch Instruction Form’, please telephone the Administration Team on 0345 072 6780 and this information will be confirmed to you.

**Please complete section 1 to amend your investment options and section 2 to amend your selected retirement date (SRD).**

## 1 | Investment selection

Please confirm how you would like to amend your selected investment option (please tick one box):

a) Default Fund – Target Date Fund

If you have selected the Default investment option it will apply to your existing fund holding and any future contributions you pay.

b) Self Select Investment option

If you have selected the Self Select investment option, please complete all of this section to confirm your selected investment funds below after the change (in whole percentage portions), and what contributions the change should apply to:

| Fund  | Allocation % | Fund                                 | Allocation % |
|---|--------------|--------------------------------------|--------------|
| Bond Fund                                   | %            | Index-Linked Gilts Fund              | %            |
| Cash Fund                                   | %            | Socially Responsible Investment Fund | %            |
| Ethical Fund Target Date Fund               | %            | Property Fund                        | %            |
| Global Equity Fund                          | %            | Diversified Growth Fund              | %            |
| <b>Total Allocation (this must be 100%)</b> |              |                                      | <b>%</b>     |

The investment selection overleaf is to apply to (please tick one box):

- i) Future contributions and investments only
- ii) Both existing unit holdings and future contributions/investments

## 2 | Your selected retirement date (SRD)

If you would like to change your SRD, please confirm the date you wish to retire (this must be after age 55):

Date: ..... Age: .....

Please accept this form as my instruction to amend my investment options. I confirm that I have read and understood the accompanying 'Investment Options Notes'.

I understand that the value of my personal fund can go down as well as up and past performance of a fund should not be used as an indicator of any future performance.

Signed: ..... Date: .....

Print Name: .....

## Investment Options Notes

These notes are provided to assist you in completing the 'Switch Instruction Form'.

### 1 | Default Fund investment option

The Target Date Funds comprise a series of funds of different 'vintages' (e.g. 2038 – 2040), intended to match the selected retirement date of the member. Each fund is managed with the aim of giving the member the highest possible pension income after taking into account the number of years over which contributions will be made to their fund. The funds invest across a range of asset classes and the mix of assets in the fund will change over the life of the fund.

If you wish to change your investment option to the Default Target Date Fund, please note that this must apply to your existing funds and your future contributions and investments. If your existing fund is invested in a different fund to that which is applicable to your age under the Default Target Date Fund investment option, your existing fund will also be switched.

If you choose the Default Target Date Fund investment option, it is recommended that you still monitor the performance of your fund yourself.

## 2 | Self Select investment option

The Self Select investment option is aimed at members who prefer to design their own investment portfolio.

You have the option to choose different funds for your future contributions' investments compared with your existing contributions' investments, but they must both be under the Self Select investment option.

If this is the case and you only opt to change the investment fund for future contributions, then your existing funds will remain invested as they are now (subject to the appropriate Annual Management Charge (AMC) continuing to be deducted).

Details of the AMCs can be found by downloading the Self Select Fund Factsheets: [www.tpt.org.uk/investments/dc-fund-factsheets/self-select-funds](http://www.tpt.org.uk/investments/dc-fund-factsheets/self-select-funds) or alternatively if you have access to your online DC Account, you will be able to log on to view the Fund Factsheets.

If a switch of your existing unit holding is required to accommodate your revised investment options, the allocation between funds will be calculated based on the value of your unit holdings at the processing date. As the underlying unit prices fluctuate, the percentage allocation between funds will also fluctuate in the future, depending on the change in unit prices in each fund relative to the others in which your contributions are invested.

## 3 | Selected retirement date (SRD)

Your SRD can be any date after your 55th birthday. This date is used to determine the funds your contributions are invested in under the Default Target Date Fund investment option.

## 4 | Expected timescales

If you choose to amend your investments and a switch of existing unit holdings is required to accommodate this change, then the switch will be processed within ten working days as long as there are no unprocessed or incomplete contributions on your record, and will be based on your unit holdings and unit prices applicable at that date.

There may be a time when the switch cannot be processed straight away due to your ongoing contributions awaiting investment. In this case, the switch will be processed at the next available switching date after the contributions are fully processed on your record.

### Please note:

The value of your personal fund can go down as well as up and past performance of a fund should not be used as an indicator of any future performance.

The value of your fund is not guaranteed and the benefits payable will be based on the final value of your fund at that time.

Please return this form to TPT Administration, TPT Post Handling Centre,  
St James's Tower, Manchester M1 4DZ  
Tel: 0345 072 6780 Email: [TPTEnquiries@mercer.com](mailto:TPTEnquiries@mercer.com) [www.tpt.org.uk](http://www.tpt.org.uk)