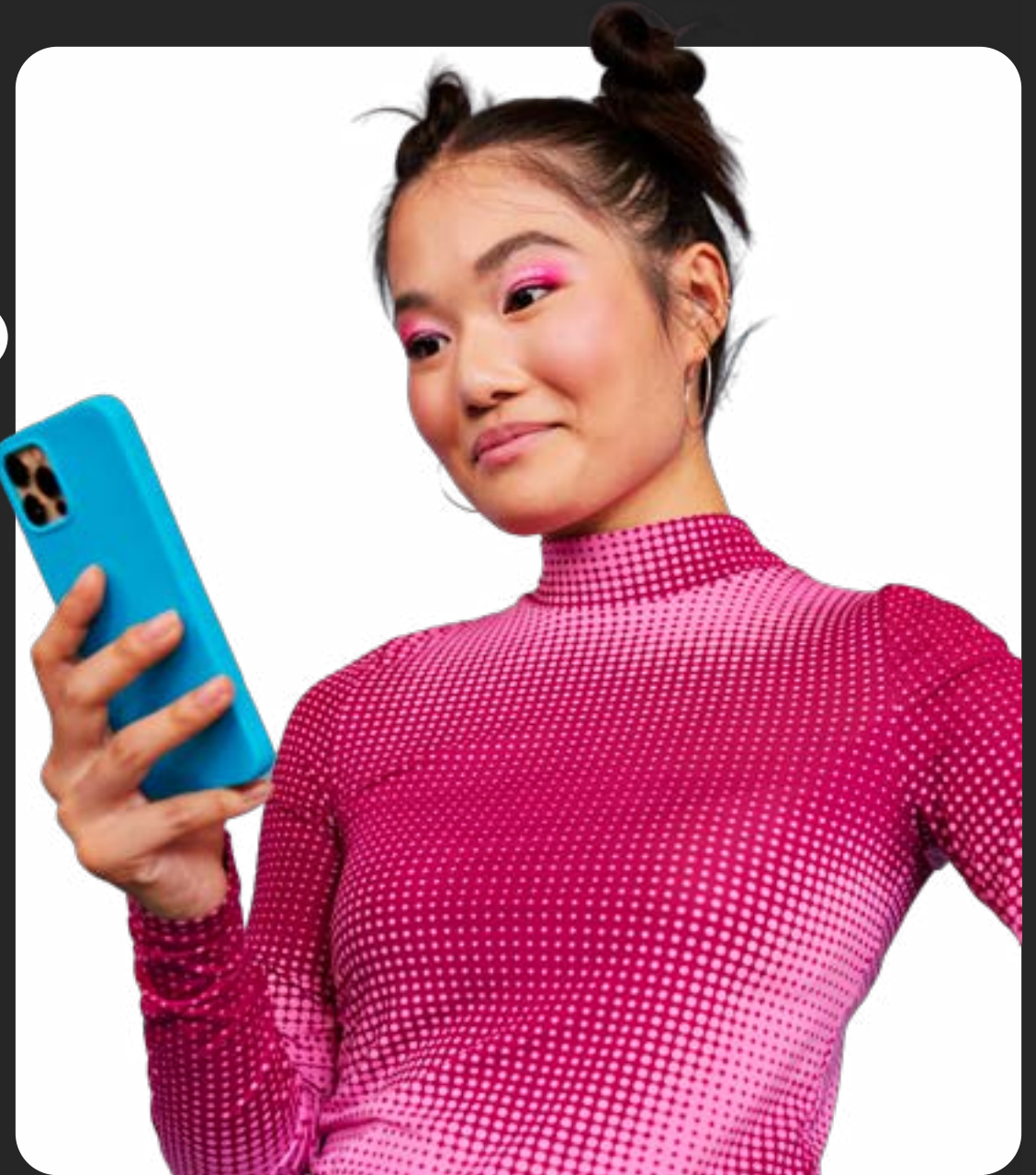


QUASTELS
LEGAL ADVISERS

The Quastels LLP Pension and Investment Plan

A new way to invest for the future

Enter



Welcome to the Quastels LLP Pension & Investment Plan

We're delighted to offer you a simple and flexible way to invest for the future.

Your new workplace pension is a SIPP (that's a Self-Invested Personal Pension). It's a modern way to look after your retirement savings that lets you choose where to invest. The SIPP is a defined contribution pension.

Our new pension provider, Hargreaves Lansdown (HL), gives you tools and guidance to help you make smarter investment decisions. You have plenty to choose from, but lots of support as well.

While reading this guide please keep the following in mind

HL has written this guide to give you useful information about your workplace pension, but it's not personal advice. If you're not sure, please ask about advice.

You can usually take money from your pension from age 55 (rising to 57 in 2028). Tax rules can change and the benefits you get depend on your circumstances. Remember that all investments, including the default fund, will go up and down in value, so you could get back less than you put in.



Welcome to the Quastels LLP Pension & Investment Plan

Remember that all investments, including the default fund, will go up and down in value, so you could get back less than you put in. Remember that tax rules can change and any benefits will depend on your circumstances.

Self-Invested Personal Pension (SIPP)

The core of the Plan is your Self-Invested Personal Pension (SIPP).

The money paid in is invested to give it a chance to grow. If you don't do anything, it'll automatically go into the Plan's default fund.

But you can choose your own investments instead. There's plenty of choice and guides to help you get started.

The money in your pension is locked away for your retirement. You can access it from age 55 (57 from 2028) but normally not before.

[Visit the SIPP section of the website](#) >

Stocks and Shares ISA

You can open an Individual Savings Account (ISA) alongside your pension to shelter even more money from tax.

The Stocks and Shares ISA is a tax-efficient investment account. You can currently add up to £20,000 each tax year, and there's no capital gains or further UK income tax to pay on your investments.

You can take money out whenever you need to. So you can invest for other goals, such as travelling, a car or a house purchase. But remember it's usually best to invest for the long term (5+ years).

[Visit the Stocks and Shares ISA section of the website](#) >

Lifetime ISA

If you're aged 18-39, you could open a Lifetime ISA to help save for your first home or later life. It's a tax-efficient account where you'll get a 25% boost from the government when you pay in.

You can get a government bonus of up to £1,000 each year on contributions made before your 50th birthday. From 12 months after your first payment, you can use the money for your first UK home purchase (worth up to £450,000). Or you can wait until you're 60 and take money out after that.

Any other withdrawals will usually be subject to a 25% charge, so you could get back less than you put in.

You can put in up to £4,000 each tax year into a Lifetime ISA. This'll also count towards your £20,000 ISA allowance.

[Discover the Lifetime ISA](#) >

Fund and Share account

You can open a low-cost dealing account alongside your pension. It's easy to manage; and you can add as much cash as you want and choose from a wide range of investments. Unlike a pension, you can access your money whenever you like. Although ideally, investments should be held with a long-term view (at least 5 years).

This account might be a useful option to consider if you've already used your ISA allowance. But remember, investments in this account may be liable for tax.

[Visit the Fund and Share account section of the website](#) >

How much should you pay

Your retirement could last 20 years or more. That's a long time, so you need to make sure you have enough money to live on.

How much will go into my pension?

Each month, Quastels LLP will contribute 3% and you will contribute 5% of your qualifying earnings to the Plan. Qualifying earnings are set by the government each year and, for the 2026/27 tax year, are earnings between £520 and £4,189 per month (£6,240 and £50,270 per year).

It's worth paying in more if you can afford to. You can try the online [Pension Calculator](#) to get an idea of what your pension might be worth when you retire — and how much it might pay you each year.

The option of 'Salary Sacrifice'

You can choose for your contributions to be made via Salary Sacrifice. This involves exchanging a portion of your salary for a pension contribution, meaning your pension deductions will come from your gross pay (before tax and National Insurance).

If you choose Salary Sacrifice, your contributions will be based on your Total Earnings rather than your Qualifying Earnings. This means you agree to give up part of your salary, and Quastels pays this amount into your pension for you. As a result, your pension contributions are made before tax and National Insurance are deducted.

The contribution Quastels pays into your pension remains 3% of your Qualifying Earnings, whether or not you choose Salary Sacrifice.

Salary Sacrifice offers 2 key benefits:

- No employee National Insurance is payable on your contributions. This means your contributions can cost you less without reducing the amount paid into the Plan.
- No income tax is payable on your contributions. This means you immediately save income tax up to the highest rate you pay, subject to HMRC limits, so there's no need to reclaim any further tax relief.

You can find lots more information on how it all works by reading the [Salary Sacrifice Factsheet](#).

It's important to check it's right for you before opting in. If you'd like to contribute via Salary Sacrifice, please contact payroll.

If you don't choose Salary Sacrifice, any pension contributions you make will be taken from your salary (after income tax and National Insurance is deducted).

Basic-rate tax relief is then automatically reclaimed within the pension. If you pay a higher rate of tax, you'd need to claim back any further tax relief from HMRC yourself.

Please note that the government has confirmed a new £2,000 cap on salary sacrifice which will come in from April 2029. This means that from then, both employer and employee National Insurance will be payable on contributions into your pension above £2,000 per year which are funded by salary sacrifice.

Remember that pension and tax rules can change and any benefits depend on your circumstances.

How much can I contribute?

The Annual Allowance is the total amount that can be contributed across all your pensions each tax year without incurring a tax charge. This limit is £60,000 for most people in the 2026/27 tax year.

If you've contributed less than the Annual Allowance in any of the last three tax years, you may have unused Annual Allowances to 'Carry Forward' into the current tax year.

[For more details, please read the Annual Allowance Factsheet >](#)

Higher earners may have their Annual Allowance restricted even further. If your income is over £200,000 a year, you may be affected by the Tapered Annual Allowance. If affected, your Annual Allowance could be reduced to as little as £10,000 per tax year.

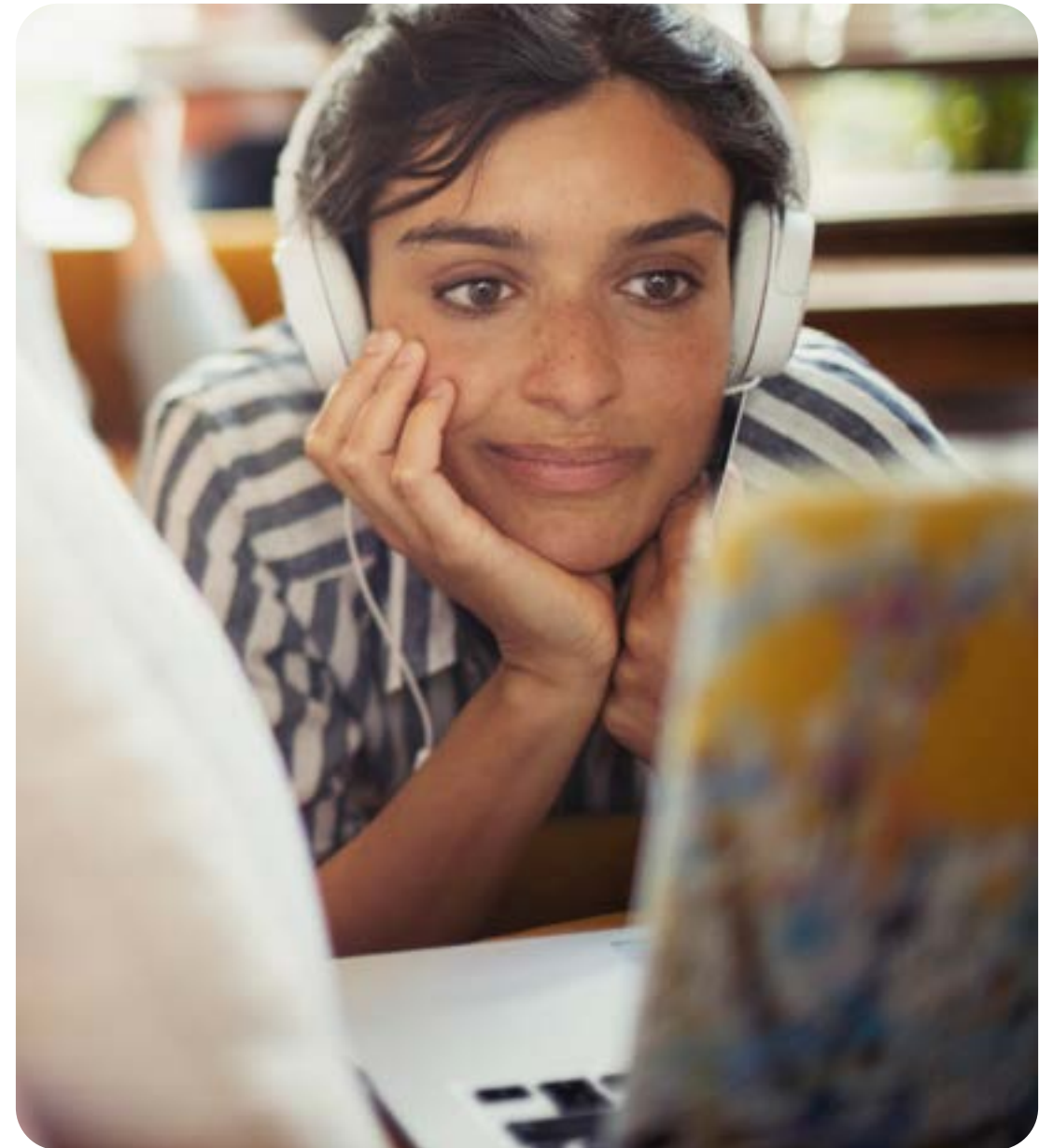
[For more details, please read the Tapered Annual Allowance Factsheet >](#)

The lump sum allowance, the lump sum and death benefit allowance and the overseas transfer allowance have replaced the lifetime allowance.

[For more details, read about these allowances on the HL website >](#)

If you have flexibly accessed your pension, your contributions to money purchase pensions are also limited to £10,000 per tax year.

[For more details, please read the Money Purchase Annual Allowance Factsheet >](#)



What about existing workplace pensions?

If you were a member of our previous workplace pension, you can choose to transfer from the current provider to your new HL pension.

It's up to you, but keeping everything in one place could make it easier to keep an eye on your pension. And, if you have other workplace or private pensions, you may be able to transfer these too.

Why transfer your other pensions?

- ✓ Reduces your paperwork
- ✓ Makes your pensions easier for you to manage
- ✓ See all your pensions on one statement

How to transfer other pensions

1. Before deciding whether to transfer any previous pensions, make sure you check you won't lose any valuable guarantees or benefits, or incur excessive exit charges.

If you're unsure whether transferring is right for you, ask about personal financial advice, or HL can provide this for a charge. Unless otherwise arranged, pensions will be transferred as cash, so you'll be out of the market for a period.

2. Read the [Terms and Conditions](#) and [Key Features](#) (including the Transfer Checklist, Common Transfer Declaration and Important Investment Notes).
3. Transfer your pension [online](#). OR alternatively, you can print off and complete the [Pension Transfer Form](#). Return this by post to: Freepost HARGREAVES LANSDOWN.



Where can I invest?

“I’d like some suggestions”

The Default option

Unless you choose otherwise, the money that’s paid into your pension is automatically invested in the Plan’s default fund, the HL Growth Fund. It’s important to decide if it’s right for you, so please check the information in your welcome pack or follow the link below to find out more.

[Click here to discover your default fund >](#)

Remember, all investments, including the default fund, can go down as well as up in value, so you could get back less than you put in. These investment ideas are here to help you make your own investment decisions. They’re not personal advice. Ask about advice if you’re not sure if an investment’s right for you.

HL Starter Funds

The HL Starter Funds are here to help you on your investing journey. They’re three simple investment ideas based on a cautious, balanced or adventurous attitude to risk. You can use the HL Starter Funds alongside - or instead of — your default fund.

HL Multi-Index Cautious

The fund mainly invests in a range of bonds, and usually holds around a third of your money in global company shares. This fund has a lower level of risk, which has the potential to deliver a smoother, steadier return.

HL Multi-Index Balanced

The fund typically invests a little over half of your money into global company shares, including some in higher risk emerging market shares. The remainder is invested into a mix of different types of bonds.

HL Multi-Index Adventurous

The fund is different to tracking the global stock market because our experts select the investment mix between company shares in the UK, other developed countries and shares in emerging markets. This fund has a higher level of risk, which has the potential to deliver a higher rate of return.

[Discover The HL Starter Funds >](#)

HL Wealth Shortlist

The Wealth Shortlist features funds selected by our analysts for their long-term performance potential. The Shortlist is designed to help investors build and maintain diversified portfolios. To use it, you should be comfortable deciding if a fund fits your investment goals and your attitude to risk. If you aren’t, we offer ready-made solutions which are aligned to broad investment objectives.

[Take a look at HL’s Wealth Shortlist >](#)

For those who are more confident with investing, you also have the option of doing your own research and choosing investments from the full range of those available.

What happens next?

Joining the Plan

If you're a member of our existing pension scheme, you'll be automatically joined to the new plan.

Choosing your investments

Pension contributions will be invested in the default fund. But if you want to choose your own investments, you can do so online or over the phone.

Before going ahead, please make sure you've read the Key Investor Information of your chosen investment.

Online:

You'll be sent your client number and PIN in the post. Follow the instructions on the letter to sign up for online access to your pension.

By phone:

Contact the Pensions Helpdesk on 0117 314 1795.

Help and support

Visit our workplace pension website:

www.hl.co.uk/workplace/quastels

You'll discover everything you need to know about your pension, plus interactive guides and tools to help you:

- ✓ See what you could get at retirement
- ✓ Get started with investing
- ✓ Make more of your money

To view your pension online, remember you'll need to register. You can also keep an eye on your pension on the go using [HL's free app](#).

For extra help and support, you can contact Hargreaves Lansdown six days a week. You'll speak to a real person, who knows what they're talking about.

Phone: 0117 314 1795

Email: invest@hl.co.uk

Post: Freepost HARGREAVES LANSDOWN

Helpdesk opening hours:

Monday to Friday: 8am - 5pm

Saturday: 9:30am - 12:30pm