



# CLIPPER

## CONTRACTING GROUP LTD

## Pension Auto-enrolment

The Government wants to encourage all workers to save for their retirement. Auto Enrolment requires that every employer must automatically enroll workers into a workplace pension scheme if they:

- ✓ are aged between 22 and State Pension age
- ✓ earn more than £10,000 a year
- ✓ work in the UK

Who are Clipper Contracting Group using as their pension provider?



[www.nestpensions.org.uk](http://www.nestpensions.org.uk)

### What is the process?

Clipper Contracting Group Ltd has a legal requirement to automatically enroll its eligible jobholders into a qualifying workplace pension scheme as of your start date

Clipper Contracting Group Ltd has elected to defer automatic enrolment for the first three months of your employment. The end of the three month period is known as the Deferral Date. On the Deferral Date, Clipper Contracting Group Ltd will automatically enroll any worker into the Nest Pensions Trust.

### Can I opt in earlier than the deferral date?

Yes – You can opt in as long as you're eligible or entitled at any time from your start date by emailing [pensions@clippercontracting.co.uk](mailto:pensions@clippercontracting.co.uk) quoting "I confirm I personally submitted this notice to join a workplace pension scheme" or in writing to **The Payroll Department, Clipper Contracting Group Ltd, 1 Widcombe Street, Poundbury, DT1 3BS**

### Can I opt out of the scheme?

Yes – You have to be enrolled in the scheme before you can opt out. Once you have been enrolled you will receive a Welcome Pack from Nest Pensions that detail how to opt out. You can do this by going to [www.nestpensions.org.uk/member-hub](http://www.nestpensions.org.uk/member-hub) and following the instructions. Alternatively, you can call Nest on **0300 020 0090**

Once you have been enrolled into the pension scheme, you have one calendar month during which you can opt out and get a full refund of any contributions made. Full details will be in the letter you receive from Nest.

### Who do I speak to regarding any questions to do with the pension scheme?

Nest Pensions – on **0300 020 0090**. You will receive you Nest ID number when you are enrolled.



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## Increasing the amount that you put into your pension

Putting money into a pension is a great way to get tax relief on your earnings; you can use some of the money you would have paid in tax to put into a pension and save more for your retirement. You may want to increase the amount of money that you put into your pension each time you are paid.

There are annual and lifetime limits on how much tax relief you can get from your pension contributions so be sure to seek independent advice from a financial advisor should you need it.

At Clipper Contracting Group, your pension contributions will be as follows when you are opted-in:

### Standard Scheme

Employees: 5%  
Employers: 3%

Should you wish to save more for your future though, you can choose one of our tiered contribution levels as follows:

#### Tier One

Employees: 8%  
Employers: 3%

#### Tier Two

Employees: 10%  
Employers: 3%

#### Tier three

Employees: 15%  
Employers: 3%

To increase you pension contributions to one of the above rates, please email [pensions@clippercontracting.co.uk](mailto:pensions@clippercontracting.co.uk) stating which tier you would like, and the date you would like this to come into effect.

If you have any questions regarding your pension, please contact Nest directly on **0300 020 0090** quoting your Nest ID which can be found in the welcome pack you receive from them.

There are annual and lifetime limits on how much tax relief you can get from your pension contributions so be sure to seek independent advice from a financial advisor should you need it.