

BRITISH AIRWAYS PENSIONS – NORMAL AVC OPTIONS FORM

Use this form to:-

- Start paying a regular amount of normal AVCs for the first time
- Pay normal AVCs in addition to any *SmartAVCs* you currently save
- Make changes to the amount of normal AVCs you currently pay
- Change which AVC Fund(s) your future AVCs are invested in (any changes you make to your investment choices will automatically apply to both normal AVCs and any *SmartAVCs* you save in the future)

Time limit for new instructions for normal AVCs

We will need to receive this form by the 20th of the month in order to process your instructions from the first day of the following month. If your instructions are received after the 20th of the month they will be processed on the 1st day of the next available month (unless you specify a future date).

SmartAVCs

SmartAVCs are AVCs saved via BA's salary sacrifice arrangement. Under the arrangement, both you and BA pay less National Insurance (NI) and BA passes most of its NI savings onto you in the form of an uplift, which is currently 10% of your *SmartAVCs*. In order to enjoy the NI benefits your *SmartAVCs* must remain at a fixed monetary amount or a fixed percentage of gross taxable pay for a minimum of one year. You have a yearly opportunity to start saving *SmartAVCs*, or to make changes to any existing *SmartAVCs* on 1 October. The *SmartAVC* form is available on the 'Forms' page of our website in September each year.

If you already save *SmartAVCs*, any normal AVCs you decide to pay will be collected IN ADDITION to your *SmartAVCs*.

Change how my existing AVC account balance is invested

Complete and return the separate "AVC Switch Form, available on the 'Forms' page of our website, www.mybapension.com

1 Normal AVC contributions: [complete one line only, (a), (b) or (c)]	
(a)	I wish to pay £ _____ (fixed amount) from _____ (date)
	OR
(b)	I wish to pay _____% (percentage of gross pay) from _____ (date)
	OR
(c)	I wish to STOP paying normal AVCs from _____ (date)
<p><i>NB: you can pay up to a maximum of 50% of your gross taxable pay (after reductions for SmartPension contributions and/or the childcare scheme. If you are NOT participating in the Company's SmartPension arrangement, you will need to include your normal Scheme contributions within the 50% limit).</i></p>	

2 Please invest my <u>future</u> AVCs as follows:		
MPF _____%	SGF _____%	EBF _____%
<p>Your investment choice must be expressed as a percentage and total 100%. You can invest all of your AVCs in one fund or you can split the investment between any of the three funds, (e.g. MPF 25%, SGF 50%, EBF 25%). The same investment instruction will apply to both normal AVCs and any SmartAVCs you pay.</p>		

3 Authority & Declaration	
<p>I authorise AVCs to be deducted from my pay at the rate/amount specified above. I agree to be bound by the provisions of the Trust Deed and Rules of the Airways Pension Scheme / New Airways Pension Scheme, as amended from time to time. I understand that if I am currently saving <i>SmartAVCs</i>, the normal AVCs I have elected to pay above will be in addition to my <i>SmartAVCs</i>.</p>	
Signed _____	Date _____
Name _____	Staff No: _____

Please return your completed form to: **British Airways Pensions, Whitelocke House, 2-4 Lampton Road, Hounslow. TW3 1HU**

Or using internal mail to: **BA Pensions, S545.**

By fax to: **020 8538 2190** (this number is not on the BA internal network)

1 October 2011