



WELCOME TO THE **AIRBUS GROUP UK** **RETIREMENT PLAN**

Member booklet

The Airbus Group UK Retirement Plan is an important part of your reward package. This booklet explains the benefits that are available when you join the Plan, and the options you have at retirement. The choices you make today can have a considerable impact on the income you have in retirement, so please take the time to read through this booklet.

AIRBUS
GROUP

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Annual Allowance (AA)

The maximum amount of pension contributions and benefits that can be built up in any one tax year without attracting a tax charge. Further details can be found under the FAQs section on page 15.

Annuity

A regular income paid to an individual each year for the rest of their life, also referred to as a pension. It may include annual increases and dependants' benefits payable after death, depending on what choices you make when you buy an annuity. Annuities are bought from an insurance company.

Basic Salary

Your annual rate of Basic Salary.

Company

This means your employer provided it is a participating employer in the Retirement Plan.

HMRC

Her Majesty's Revenue & Customs, formerly the Inland Revenue.

Lifetime Allowance (LTA)

This is the maximum amount of pension savings that you can build up before age 75 which benefit from tax relief. Further details can be found under the FAQs section on page 15.

Money Purchase Annual Allowance (MPAA)

If you have flexibly accessed pension savings (for example, by taking a cash lump sum) you will have a special money purchase annual allowance which applies to any further money purchase or defined contribution pension savings you make.

Normal Retirement Age

65.

Retirement Fund

An investment account in your name. This is opened for you automatically when you join the Plan.

State Pension

Provided that you have paid sufficient National Insurance contributions, you can receive the basic State Pension from State Pension age. You can obtain details of your State Pension (including your State Pension age) by contacting the Department for Work and Pensions at www.gov.uk/state-pension.

Trustee

Airbus Group UK Pension Scheme Trustees Limited.



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Welcome

Welcome to the Airbus Group UK Retirement Plan (the Plan).

At Airbus, we want you to enjoy working with us, but we also want to help you work towards financial security in your retirement. Saving towards a pension is a good way to provide an income for after you retire – and the Plan is designed to help you do just that.

Inside this booklet we explain how the Plan works, how you can manage your investments and what other benefits you are entitled to receive as a member of the Plan.

Although we have tried to avoid using pensions jargon, there are some instances where these words and phrases have to be used. We have included a glossary at the front of this booklet to explain some terms you may not be familiar with.

If you have any questions that are not answered in this booklet, please visit

www.airbusgroup.com/pensions.

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How the Plan works

The Plan is a Defined Contribution (DC) pension scheme.

This means that both you and the Company make monthly contributions into your Retirement Fund. These contributions are invested, in the way you choose, and at retirement you use your Retirement Fund to buy an annuity (an income payable for life) or provide some other form of income.

When you join the Company, a Retirement Fund is automatically opened in your name.



Contributions that you and the Company make are paid into your Retirement Fund.

When you join the Plan, you can choose from a selection of funds where to invest these contributions. If you don't want to make a choice, you will be invested in the Airbus Drawdown Lifestyle. This is a fund chosen by the Trustee to suit the typical saving habits of most long term investors.



Over time, the value of your Retirement Fund should increase as more contributions are paid in and your investments develop.



At retirement you will use the Retirement Fund that has been built up to provide an income in a way that suits your own personal needs.

You are able to access a range of pension options at retirement.

Take a look at the 'Options at retirement' section on page 11 for more information about how you can use your Retirement Fund to provide an income.

Key points to remember

- ▶ You pay monthly contributions;
- ▶ The Company pays monthly contributions;
- ▶ You decide how your Retirement Fund is invested; and
- ▶ When you retire, you decide how to use your Retirement Fund to provide an income.



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When you join

When you join the Company, you will be automatically enrolled into the Plan if you're eligible.

To be eligible, you have to:

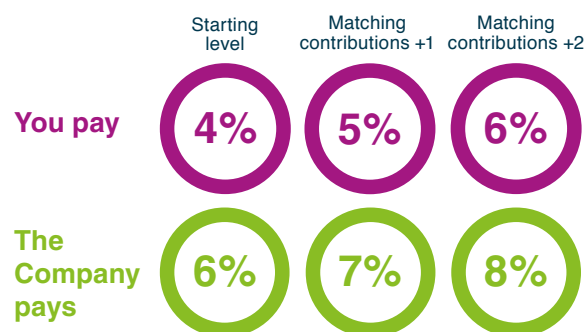
- ▶ Be over 16 years of age, and under age 75; and
- ▶ Have a contract of employment that says you are eligible to join the Plan.

The Trustee Directors and the Company may choose to offer membership to employees who do not fulfil these conditions.

Your first three months in the Plan are important. In this short period, you begin paying into your Retirement Fund and you have the chance to choose how much both you and the Company contribute.

What you and the Company pay

When you join the Plan, you automatically begin to pay contributions at the starting level of 4% of Basic Salary with the Company paying 6%. If you choose to pay more, the Company will match up to 2% extra as shown below. That's extra free money just for saving.



Your contributions are deducted from your monthly pay before tax is calculated. This means that you pay less tax, or put another way, the difference to your take home pay is less than the contribution that you pay.

We also use a SMART Pensions arrangement which means you pay less National Insurance (see page 7).

The Company also meets the costs of running the Plan and of providing the protection benefits described on page 13.

After your first three months, you are only able to change your level of matching contributions every April.

On [page 7](#), we explain how SMART pensions work.

Example

John earns a Basic Salary of £30,000 a year.

He chooses to pay minimum 4% contributions via SMART which means the Company pays 6%.

John pays

£100

Company pays

£150

Total monthly investment

£250

John's take home pay reduces by only

£68



When you join

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Additional Voluntary Contributions (AVCs)

You are free to contribute as much as you see fit (provided you have enough monthly pay to cover the contributions). You can do this by paying Additional Voluntary Contributions (AVCs). These are additional payments you make into your Retirement Fund, and you can pay them whenever you want. AVCs are not deducted under SMART, but you still benefit from tax relief on these contributions.

To make changes to your contributions you will need to download a form from www.airbusgroup.com/pensions and send it to ukpensions@airbus.com.

You can start and stop paying AVCs at any time.

Can I transfer in benefits from another pension arrangement?

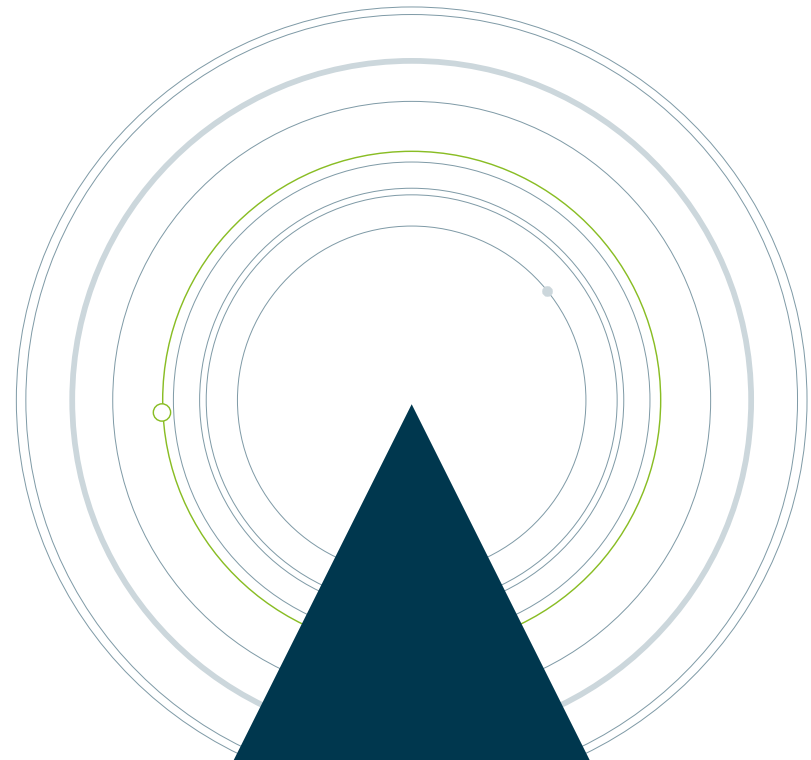
If you have savings from other pension arrangements, you may be able to transfer these into your Retirement Fund. For more information, please contact Legal & General on **0345 070 8686**.

What if I don't want to stay in the Plan?

Although you join the Plan automatically, membership is not compulsory, and you can cease membership at any time if you wish.

If you cease membership within 30 days from the date you join the Plan you will receive a refund of your own contributions less an adjustment for the tax relief and savings under the SMART arrangement. For some employees there is a different opt-out process; if this applies to you, a letter from Legal & General will be sent to you to explain the process for opting out. Otherwise, to cease membership you will need to contact us at ukpensions@airbus.com and we will send you a form which you will need to complete.

The Company may be required to re-enrol you into the Plan in future, in line with the Government's auto enrolment legislation.



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SMART Pensions

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When you begin paying into your Retirement Fund, you will pay your contributions through a salary sacrifice arrangement called SMART Pensions.

SMART Pensions is an arrangement which allows both you and the Company to pay lower National Insurance (NI) contributions. As a result of these NI savings, your take-home pay should increase.

How does it work?

When you participate in SMART Pensions, the Company pays contributions into your Retirement Fund on your behalf (this includes both yours and their contributions) and your Basic Salary is reduced to compensate for these payments.

Paying contributions through SMART Pensions is not compulsory, and you can opt out if you wish. Some employees may not be eligible to pay contributions through SMART pensions – for example, if the reduction in pay takes you under the minimum wage. We check your eligibility before you begin paying contributions and will automatically opt you out of SMART Pensions if you are not eligible.

For more information on how SMART Pensions work, please read our **SMART Pensions booklet**.

You are able to opt in or out of SMART once a year in April.

Using our previous example of John who earns £30,000 and pays contributions of 4% (£100) a month, SMART pensions would work as follows:



John receives tax relief and save on National Insurance by making your contributions via SMART, so the real cost to him is only £68.



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Investing my fund

Put simply, the size of the pension you receive at retirement will depend on how much is paid into your Retirement Fund and how much investment return is earned.

Am I paying enough contributions?

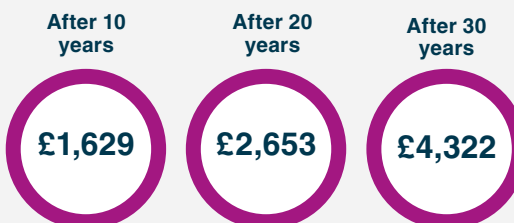
Your pension in retirement will largely be decided by the amount of money you save into your Retirement Fund. You can plan how much you need to save for your retirement by asking yourself two key questions:

- ▶ How much can I afford to pay in contributions?; and
- ▶ How much pension do I want?

What can you afford?

There will always be a lot of demands on the money you earn and your circumstances will change as you go through life. But you should remember that you can change your contribution levels (either up or down) each year. If you start saving early your savings will work longer for you.

A £1,000 contribution earning interest at 5% a year could increase your Retirement Fund by:



So making that £1,000 contribution early could really pay off!

How much pension do you want?

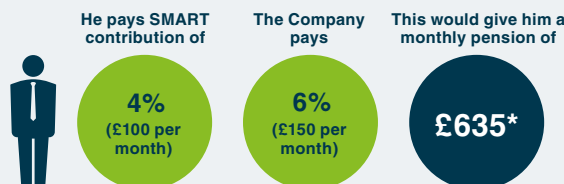
Another way to think about retirement saving is to plan how much income you think you will need when you retire. You could prepare a budget of how you think your outgoings might change after you retire. Remember that the Airbus Group Retirement Plan may not be the only source of your income; you may get a State Pension and you may also have pension savings from previous employment or other assets or savings you can draw upon in retirement.

See page 10 for examples explaining how you can influence the size of your pension.

You can use the Legal & General Retirement Planner tool (you will find the link on our website www.airbusgroup.com/pensions) to estimate how much you might need to pay in extra contributions to fill the income gap and reach your target retirement income. Of course, this will only be an estimate of the contributions needed as we cannot predict what investment returns you will get or the cost of buying your pension at retirement.

This should, however, give you an idea to help you on your way. It is important to keep your planning under review. We will help you by sending you annual statements. These will show you what your Retirement Fund is worth at the date of the statement and what pension you might be able to buy at retirement if you continue to save at the same level.

John, age 30, pays the minimum contribution level



* We have made a number of important assumptions to arrive at this figure; you can see what they are on [page 10](#).

Investing my fund

How should I invest my Retirement Fund?

For many people, joining a pension fund is the first time that they have had to make an investment choice. One of the key things to remember is that all types of investment involve an element of risk. Your personal attitude to risk will help you decide which investment options are right for you.

Investment funds that tend to give the highest growth will also carry more risk of losing value. Throughout most of your working life, you may feel more comfortable carrying more risk as there is a possibility of getting a good return over a long period of time. As you approach retirement, funds that offer lower returns but more security may become more attractive. The important thing is to choose the funds that best suit your own attitude to risk.

The Investment Guide shows the annual management charge for each of the available funds.

Is the automatic fund right for me?

Your Retirement Fund will automatically be invested in the Airbus Drawdown Lifestyle with a Target Retirement Age of 65, unless you would like to choose an alternative option.

The **Airbus Drawdown Lifestyle option** invests in a way that suits the typical saving habits of most long-term investors. When you are more than 15 years away from retirement, the investments will target mostly growth over the long term using mainly equities. Then as you approach retirement your Retirement Fund gradually switches to more stable investments like bonds, whilst still maintaining an appropriate level of growth.

We ask you to let us know a Target Retirement Age, which is the date you might plan to retire, so that the investment switches happen at the right times to prepare your investments for your retirement. You can change this date at any time.

The Airbus Drawdown Lifestyle has a total charge of 0.28%-0.32% per year, depending on where you are in the lifestyle, which reduces slightly as you approach retirement.

Would other options suit me better?

If you don't think the automatic fund will suit your needs, you can select where to invest your Retirement Fund based on how you want your investments managed, and how you want to use your Retirement Fund when you retire.

Lifestyle

You have two other Lifestyle options, the Airbus Cash Lifestyle and the Airbus Annuity Lifestyle. These target different retirement benefits, and, like the Airbus Drawdown Lifestyle, they switch your investments as you approach retirement.

Self-select

Alternatively, you can choose where you invest your Retirement Fund from a selection of funds we have made available with Legal & General.

Remember, you can choose:

- ▶ To increase your matching contributions; and
- ▶ How and where you would like to invest your Retirement Fund.

For more information on the funds you can invest in and their charges, please read our Investment Guide.

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What income can I expect at retirement?

When planning for retirement, it's useful to know the kind of pension you could expect to receive. This page looks at some example pension projections for members who have not previously saved into the Plan.



Source: www.moneyadvice.service.org.uk

These examples assume that both members choose a non-increasing pension income at age 65. They also assume that the member's Retirement Funds will grow by 5% per year until they retire and that inflation (RPI) will rise by 2.5% per year until they retire. The estimates also assume that both members pay into the Plan until they retire and that their payments will increase by inflation (RPI) every year. Charges are assumed to be 1.5% for the first 10 years and 1% thereafter. All these assumptions are specified by the Financial Conduct Authority.

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Options at retirement

You can choose how to use your Retirement Fund to best suit your needs.

1

Option 1 – Flexible income

You can transfer the value of your Retirement Fund to another provider who may offer you other options, such as:

- ▶ Income drawdown or 'flexible income';
- ▶ A series of cash lump sums; or
- ▶ The ability to use a combination of different retirement benefits.

2

Option 2 – A cash lump sum

You can take the full value of your Retirement Fund as a one-off cash sum. The first 25% of the lump sum would be tax-free and the remainder would be taxed at your marginal rate.

3

Option 3 – Buy a pension (annuity)

You could use your Retirement Fund to buy an annuity from an insurance company. This annuity would provide you with a regular income, usually paid monthly, for the rest of your life. You can choose the type of annuity that suits your own personal circumstances, including an annuity which will:

- ▶ Stay at the same level;
- ▶ Increase each year;
- ▶ Be paid for a minimum period after your death;
- ▶ Provide a pension for your partner after your death; or
- ▶ Provide a larger pension if you suffer from ill health or medical conditions which may shorten your life expectancy.

There are lots of options when it comes to buying an annuity, so it's best to shop around to ensure you get the best deal for you.

4

Option 4 – Buy a pension (annuity) or invest in income drawdown, plus take a cash lump sum

You can take up to 25% of your Retirement Fund (or 25% of the Lifetime Allowance if less) as a tax-free lump sum, and use the rest to buy an annuity from an insurance provider in the same way as under option 3, or invest in an income drawdown arrangement. If you take a lump sum, the final value of your Retirement Fund will be lower, so the annuity you can buy, or the income drawdown you can take, will also be lower.

You can also decide when to access your Retirement Fund.

The Normal Retirement Age (NRA) is age 65 but you do not need to take your benefits at this age. You can choose to retire from any age from your Minimum Pension Age, which is 10 years before the State Pension Age (which is currently age 55). There are changes proposed for those retiring in or after 2028, which will increase the Minimum Pension age to 10 years before State Pension age. You will only be able to take your benefits from the Plan if you have left the employment of the Company.

Remember, the earlier you retire, the lower the value of your Retirement Fund will be. This is because your Retirement Fund will have had less time to build up (through contributions and investment returns). It will also have to provide an income for a longer period of time.



When retiring, you may pay emergency tax. You should contact HMRC to query your tax code and claim this back, if necessary.

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Key points to consider

There are a number of factors that you will need to think about when choosing which retirement option is right for you.

What is 'flexible income' or 'income drawdown'?

Broadly speaking, this means you reinvest the value of your Retirement Fund in a special fund and then gradually withdraw it when you need it to give you an income in retirement. The income you draw will be subject to income tax. The value of your fund will vary depending on the performance of your investments and, as a result, your income is not guaranteed for life.

Your drawdown provider may allow you to take a tax-free lump sum of up to 25% of the value of your pension savings before re-investing the rest.

Are there any charges for accessing my Retirement Fund in a particular way?

Airbus does not currently impose any charges in relation to accessing or transferring your Retirement Fund. However, if you are thinking about transferring your Retirement Fund to access other options elsewhere you should check what charges may be imposed by the other provider.



What are the tax implications of different options?

Each retirement option has slightly different tax implications. It is important to check you understand the different tax implications and think about how they might affect you.

For example:

- ▶ If you take all or part of your Retirement Fund as a lump sum it could, when combined with any other income you receive, push you into a higher tax bracket and therefore affect the rate at which you pay income tax. It could also affect your eligibility for any means-tested benefits you receive.
- ▶ If your total benefits across all of your tax registered schemes exceed the LTA (see page 15 for details) you will be taxed on the excess. The amount of tax you need to pay may depend on the way you take the excess benefits.
- ▶ If you take your Retirement Fund as a one-off lump sum under option 2, or transfer it to another provider under option 1 and use it to provide flexible income or a series of cash lump sums, you will have accessed pension savings 'flexibly'. This means that you will become subject to the special money purchase annual allowance which will apply to any further money purchase or defined contribution savings you make. This could be relevant to you if you want to access your Retirement Fund and continue to build up further pension savings for your retirement.

What types of pension/annuity could I choose?

There are lots of different types of annuities and annuity providers. If you are approaching retirement, you should access the Government's Pension Wise guidance service at www.pensionwise.gov.uk and consider taking independent advice to help you with your decision.

How can I protect myself against pension scams?

There are a number of other providers offering a range of retirement benefit options. However, it is important to remember that pension scams - where people may be tricked into handing over their pension pots by scammers - are on the increase. Many of the offers seem very convincing, starting with offers of excellent returns. However, once you've transferred your money into a scam, it's too late. You could end up losing all your pension savings and, in some cases, face a very significant tax charge. You should therefore think very carefully about transferring your benefits. You can get more information about pension scams and how you can protect yourself against them at www.tpr.gov.uk/pension-scams.aspx.

Can I get any help with my decision?

You now have more choice than ever before around how you access your Retirement Fund when you retire. Choosing the right retirement option for you is really important as, once you have made your decision, you will not be able to change your mind.

We will provide information about your options as you approach retirement. You will need to decide which retirement option best suits your needs, taking into account your retirement plans and finances. We appreciate this isn't easy. If you are approaching retirement, you should access the Government's Pension Wise guidance service at www.pensionwise.gov.uk and consider taking independent advice to help you with your decision.

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Protection for you and your family

As well as your pension, the Plan also provides other valuable protection benefits.

What if I stop working because of ill health?

If you are unable to work due to ill health, you may be entitled to partial income protection. This amounts to 50% of your Basic Salary and could be paid for up to five years. For more information about this please speak to your HR contact at the Company.

What happens if I die?

As a member of the Plan, your beneficiaries will receive valuable financial support if you die. The benefits payable will depend on your circumstances at the time of your death.

If you die whilst you are an employee of the Company

If you were still paying into your Retirement Fund at the time of your death, your beneficiaries will receive:

- ▶ A lump sum of six times your Basic Salary; plus
- ▶ A lump sum equal to the value of your Retirement Fund.

If you die after leaving the Plan but before you take your benefits

If you left the Company or opted out of the Plan before your death, your beneficiaries will receive a lump sum equal to the value of your Retirement Fund.

If you die after using your Retirement Fund to buy benefits

If you have used your Retirement Fund to buy benefits already, no further benefits will be payable from the Plan. Any payments your dependants do receive will depend on the type of pension you have bought with your Retirement Fund (e.g. if you opted for a spouse's pension to be paid after your death when you bought your pension).

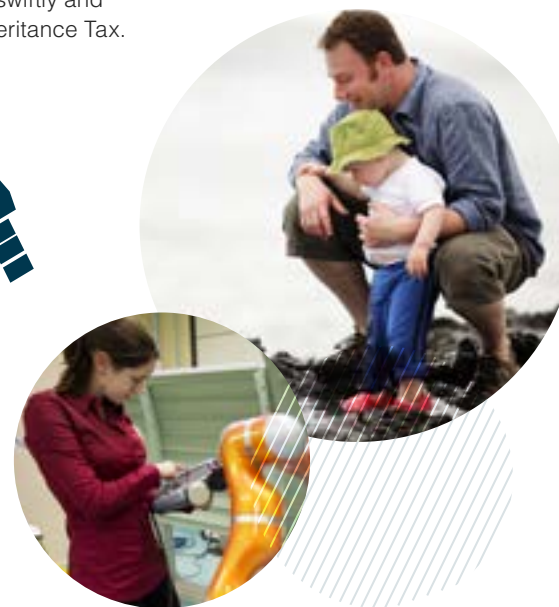
Who are my beneficiaries?

The lump sum death benefit will be paid to your dependants, relatives, or nominees, at the Trustee's discretion. This generally enables payment to be made swiftly and normally without liability to Inheritance Tax.

Expression of Wish Form

You can help the Trustee decide who will receive the benefits payable on your death by completing an Expression of Wish form. The Trustee will consider your wishes, but will not be bound by them.

You can obtain an Expression of Wish form from our website. You should complete a replacement form if your wishes or circumstances change.



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Leaving and absence

What if I leave the Plan before I retire?

Your Retirement Fund is yours and remains so even if you leave the Plan before retirement. Depending on how long you've been in the Plan, you have different options for your Retirement Fund.

Your options:

If you have been a member for less than 30 days

- ▶ You will receive a refund of your contributions, less adjustments for tax and National Insurance; but
- ▶ You will not receive a refund of the Company contributions.

If you have been a member for more than 30 days, you can either:

- ▶ Leave your Retirement Fund invested; or
- ▶ Transfer the value of your Retirement Fund to another registered pension arrangement.

If you are over the Minimum Pension Age, which is 10 years before the State Pension Age, and leave the Company, you could use your Retirement Fund to provide benefits immediately.

Refunds

Any refund paid to you will be made up of your own contributions to the Plan (including any contributions made by your Employer on your behalf under SMART pensions) less an adjustment for tax and National Insurance.

Leaving your Retirement Fund invested

Neither you nor the Company will continue to pay contributions into your Retirement Fund when you leave. However, you can still continue to invest your Retirement Fund in the way you choose.

If you leave your Retirement Fund invested, it's possible that the Trustees may transfer it into a separate policy. They would give you notice of this should they decide to do so.

Please make sure that you keep us up to date with your details and let us know if anything changes (such as your address). This is to make sure that benefits can be paid to you when they are due.

Transferring out your Retirement Fund

If you would like to transfer the value of your Retirement Fund, please contact us at ukpensions@airbus.com.

What if I am absent for a short period?

Most short absences will not affect your membership of the Plan, unless you stop paying your minimum contribution of 4%.

However, if you stop paying contributions, you will be treated as if you have left the Plan (unless you are absent due to sickness, or the Company has agreed otherwise). You may also lose your right to the lump sum of six times your annual salary if you die in service.

What if I am absent through family leave?

If you are absent through family leave (such as maternity, paternity or adoption leave), you will be treated as if you are still in service with the Company, as long as you have a contractual right to return to work with the Company. Contributions will continue to be paid whilst you receive any pay from the Company. If you subsequently return to work you may be able to pay arrears of missed contributions and receive matching Company contributions.



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FAQs

How do I join?

If you are eligible, you join the Plan when you join the Company.

Who else is eligible?

To join the Plan, you must:

- ▶ Be over age 16 and under age 75; and
- ▶ Have a contract of employment that says you are eligible to join the Plan.

If you aren't a member and wish to join, please email ukpensions@airbus.com.

Are there limits on how much I can save into my Retirement Fund?

You can save as much as you like into your Retirement Fund, but there are certain limits on how much you can pay and still receive tax relief. These limits are called the Annual Allowance and the Lifetime Allowance. The Annual Allowance is an overall limit on the amount of contributions and benefits that may be built up in a Pension Input Period (6 April to 5 April each year for the Plan) without attracting a tax charge. If your pension contributions or benefit accrual (including any contributions to the Plan, and any pension contributions or accrual to other pension arrangements during their Pension Input Periods ending in the same tax year) exceed the AA, you will be charged tax on the amount over the AA. The AA is set by the Government and reviewed periodically.

The Lifetime Allowance is a limit against which the value of your benefits from all registered pension schemes must be tested when you retire. If your benefits exceed the LTA, you will be charged tax on the amount over the LTA. The LTA is set by the Government and reviewed periodically.

How will membership of the Plan affect my Fixed Protection certificate?

Joining the Plan will invalidate Fixed Protection. If you still wish to benefit from Fixed Protection you will need to cease membership of the Plan immediately after joining.

Who are the Trustees?

The Plan is part of the Airbus Group UK Pension Scheme which is established under a trust administered by a trust company, Airbus Group UK Pension Scheme Trustees Limited, which has its own Board of Directors including an independent Chairman. At least one-third of the Directors are nominated by the members of the Scheme through the Pensions Consultative Committee. The Trustee is responsible for supervising the correct operation of the Plan through its managers, with the assistance, where appropriate, of professional advisers.

Contact us at
ukpensions@airbus.com



The finer details

About this guide

The Plan is governed by the Trust Deed and Rules. This guide is designed to provide a helpful summary of the provisions and conditions of the Plan. In the event of any conflict between this guide and the Trust Deed and Rules, the Trust Deed and Rules will override. Copies of the Trust Deed and Rules can be obtained on request.

Amendments to the Plan

The Company, with the consent of the Trustees, may, by deed, amend the Rules at any time. You will be given written notice if your benefits or rights under the Plan are materially affected by any such arrangements.

If in certain circumstances the Plan is to be wound up or transferred in bulk to another registered pension scheme (e.g. on sale of the Company or insolvency of the Company) the Trustee has powers to transfer your Retirement Fund to another suitable pension arrangement.

Changes to the investment options

The Trustees regularly review the investment options available to members and may change these at any time including reviewing fund selections or changing investment managers. You would be notified of any changes.

Divorce

Divorce proceedings may result in the courts instructing the Trustees to pay part of your Retirement Fund to a registered pension policy in the name of your ex-spouse.

Assignment of benefits

You must not assign your benefits to obtain cash payments or as security for loans. Under the Plan rules, there can be no legal claim on the Plan by anyone other than the person entitled to the benefits under the rules. If you attempt to assign your Retirement Fund, benefits would cease to be payable and would come under the control of the Trustees to make payments at their discretion.

Tax

The Plan receives certain favourable tax concessions because it is a registered pension scheme. Currently, these concessions are:

- ▶ You pay less tax, as there is full income tax relief on any contributions you pay into the Plan (however, there are some restrictions such as the AA and LTA);
- ▶ You receive capital gains and some income tax relief on the investment returns earned by your Retirement Fund;
- ▶ Any cash lump sums payable on retirement or death are tax free; and
- ▶ Pensions are treated as earned income and are taxed under the PAYE system.

Internal Disputes Resolution Procedure

Normally any queries can be resolved with the Pensions Department. However, if you are unhappy with the result, the Trustees have established an Internal Disputes Resolution Procedure. This is a two-stage procedure for resolving disputes between complainants and the Trustees. If you wish to obtain a copy of the procedure or wish to make a complaint, you should contact us at ukpensions@airbus.com.

Data Protection

Under the Data Protection Act 1998, the Trustee is a 'data controller' in relation to your personal data. Your personal data is information personal to you, and which identifies you, such as your name, address and National Insurance number. Some additional information may be sensitive (such as details of your health and personal relationships). As 'data controller', the Trustee processes personal data of members and beneficiaries for purposes associated with the Plan.

The Trustees may process the data themselves; more usually, advisors or third parties ('data processors') will assist them. The Plan Administrator is a data processor for this purpose.

Your personal data is kept secure and is disclosed only in specific circumstances, for example to the Company in connection with benefits under the Plan, to prospective purchasers of the Company or any business associated with it (as far as possible, the data in this situation will be made anonymous) to insurance companies to arrange particular benefits, to actuaries to arrange and administer your benefits and to government or regulatory organisations if the Trustees are legally obliged to do so.

The information may be used for statistical analysis in connection with both the Plan and surveys of similar schemes but, should this happen, you would not be identified personally. Under the Data Protection Act 1998, you consent to the Trustee (and any data processors they may use) processing any personal data about you for the above purposes and any other purposes associated with the Plan.

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Useful contacts

Airbus Group UK Retirement Plan

For more information about the Airbus Group UK Retirement Plan or, if you have any questions, please contact us at ukpensions@airbus.com.

Airbus Pensions Centre of Competence

T: 02392 705902

E: ukpensions@airbus.com

A: Airbus Group UK Pension Scheme Trustees Limited,
Gunnels Wood Road, Stevenage, Herts, SG1 2AS

www.airbusgroup.com/pensions

Independent financial advice

You can find a local Independent Financial Adviser and details of how much they charge on the Unbiased website.

www.unbiased.co.uk

Pension Tracing Service

Details of the Plan, including the contact address for the Trustees, have been given to the Department for Work and Pensions (DWP). The DWP provides a service to trace pensions earned in other schemes with which you may have lost touch.

T: 0845 6002 537

A: Pension Tracing Service,
The Pension Service, Tyneview Park, Whitley Road,
Newcastle upon Tyne, NE98 1BA

www.gov.uk/find-lost-pension

The Pensions Advisory Service

The Pensions Advisory Service (TPAS) is an independent voluntary organisation that is grant-aided by the Department for Work and Pensions. TPAS provides information and guidance to members of the public, covering State, company, personal and stakeholder schemes. They also help any member of the public who has a problem, complaint or dispute with their occupational or private pension arrangement. Their services are free.

T: 0845 6012 923

A: 11 Belgrave Road, London, SW1V 1RB

www.pensionsadvisoryservice.org.uk

The Pensions Ombudsman

The Pensions Ombudsman investigates and decides complaints and disputes about the way that pension schemes are run. The Pensions Ombudsman's role and powers have been decided by Parliament. The Pensions Ombudsman is appointed by the Secretary of State for Work and Pensions and is independent and acts as an impartial adjudicator. There is no charge for the Pensions Ombudsman's services.

T: 0207 6302 200

E: enquiries@pensions-ombudsman.org.uk

A: The Office of the Pensions Ombudsman,
11 Belgrave Road, London, SW1V 1RB

www.pensions-ombudsman.org.uk

The Pensions Regulator

The Pensions Regulator is the UK regulator of work-based pension schemes. It was set up following the Pensions Act 2004 and aims to protect the benefits of members of work-based pension schemes, promote good administration of work-based pension schemes, and reduce the risk of situations arising that may lead to claims for compensation from the Pension Protection Fund.

A: Napier House, Trafalgar Place, Brighton, BN1 4DW

www.tpr.gov.uk

Financial Services Compensation Scheme

T: 0800 678 1100

A: Financial Services Compensation Scheme,
10th Floor, Beaufort House, 15 St Botolph Street,
London, EC3A 7QU

www.fscs.org.uk

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