

# BOC Pension Scheme

## Salary Exchange opt-in form



By completing this form you are agreeing that your pension contributions to the BOC Pension Scheme will be paid through Salary Exchange. Your contractual pay will be reduced by the value of your pension contributions should you choose to opt-in to Salary Exchange.

If your earnings are below a minimum amount, you will automatically be taken out of Salary Exchange.



If you want to opt-in to Salary Exchange, please complete all relevant sections, sign and date the form, and return it to:  
**BOC Pension Services, Forge, 43 Church Street West, Woking, Surrey, GU21 6HT**

Please read the supporting material online at [www.bocpensions.co.uk/boc/active](http://www.bocpensions.co.uk/boc/active) to make sure you understand Salary Exchange.

### Section 1: Personal details (please use BLOCK CAPITALS)

Surname:

Title (e.g. Mr, Mrs, Dr):

Forename(s):

Payroll number:

National Insurance number:

SAP number  
(if known):

Email  
address:

### Section 2: Authorisation

Please accept this as notice that I wish to participate in Salary Exchange. I understand that my contractual pay will be reduced by the value of my pension contributions and I will benefit from the National Insurance savings offered by Salary Exchange. I have read and understood the Salary Exchange description.

Signed:

Date:

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### UK General Data Protection Regulation (UK GDPR)

I consent to my personal information (including any sensitive personal information) being held and processed by the Trustee, BOC Pension Services and any third party appointed for the effective running of the Scheme. I understand that the Trustee and BOC Pension Services, and any third parties to whom they make the data available, will comply with the underlying principles of the UK GDPR.

The Trustee may send you information about the Scheme to your work email address. If you leave employment, information may be sent to a different email address if you have provided one. If you have not yet provided us with a personal email address, please do so by contacting us using the details below. It's important that all your contact details are up to date so we can keep sending information about your benefits to you. If you want to know more about the data held which relates to you, or the purposes for which it may be used, please visit [www.bocpensions.co.uk/privacy](http://www.bocpensions.co.uk/privacy) or contact BOC Pension Services using the details below.

### Legal note

The Trustee is not liable for any penalties arising as a result of any inaccurate information provided on this form, or any failure to provide relevant information.

The best place to find information on your pension is [www.bocpensions.co.uk](http://www.bocpensions.co.uk)  
However, if you cannot find what you are looking for there, you can contact us on [pension.uk@boc.com](mailto:pension.uk@boc.com)

