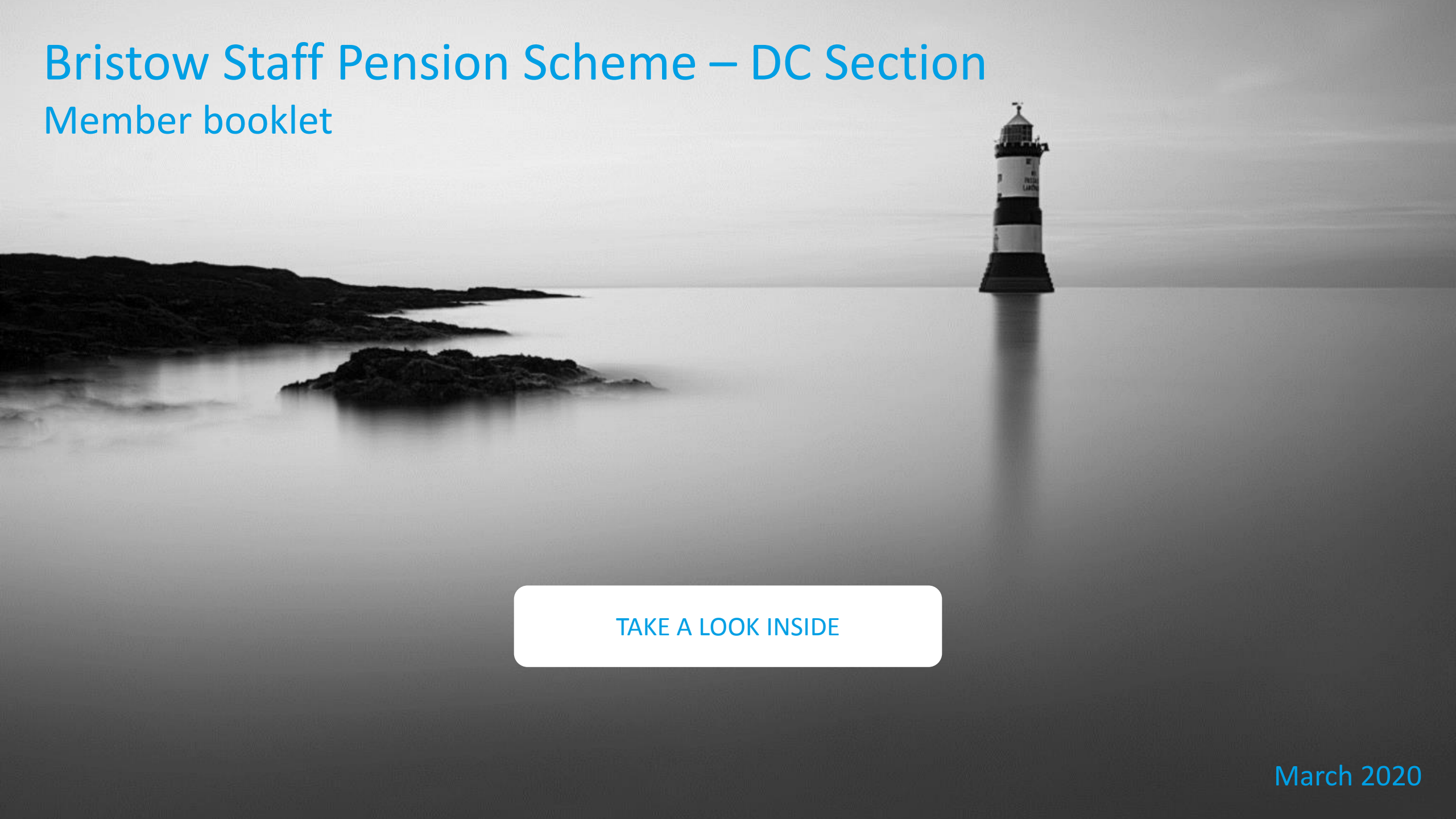
Bristow Staff Pension Scheme – DC Section

Member booklet



TAKE A LOOK INSIDE

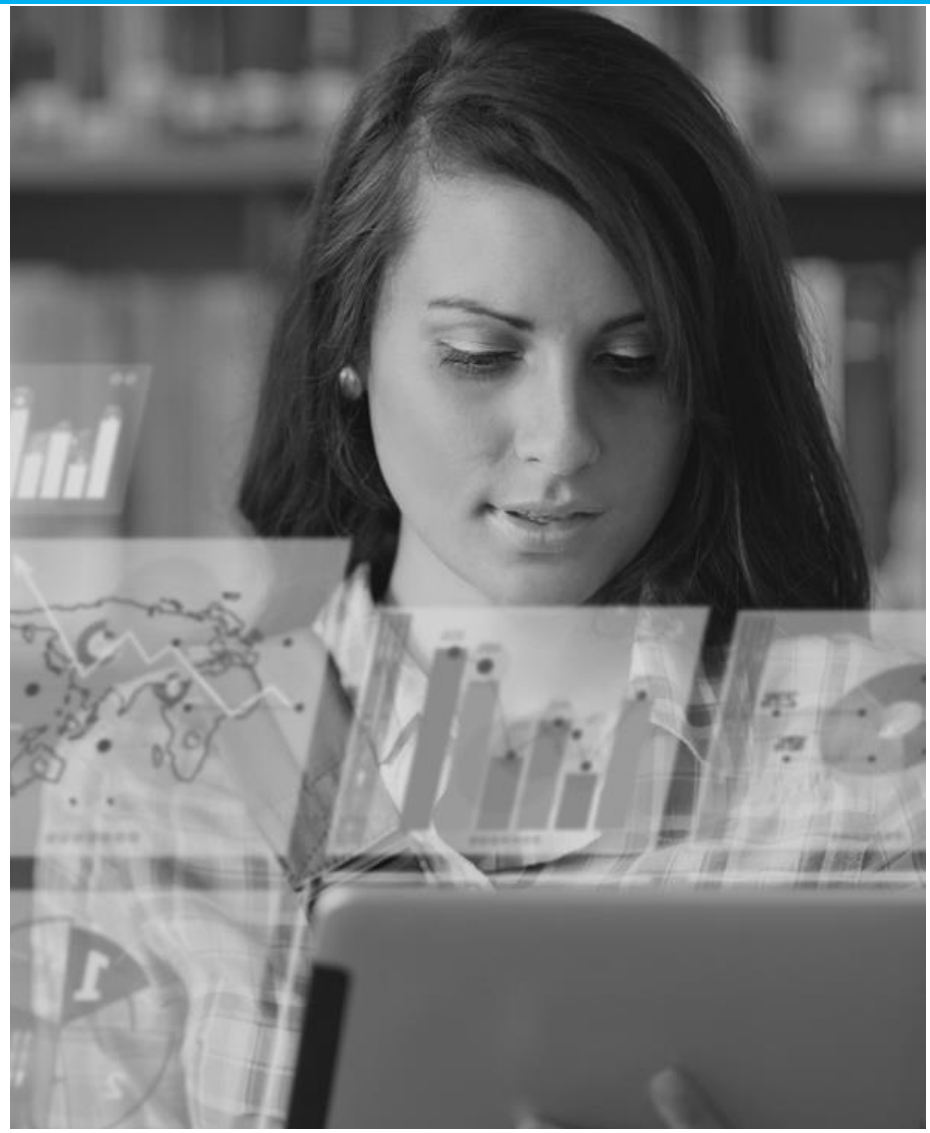
March 2020

Your guide to the Bristow Staff Pension Scheme – DC Section

- This booklet covers the benefits of the Defined Contribution (‘DC’) Section of the Bristow Staff Pension Scheme ('the Scheme').
- You build up a pension pot in the DC Section – with pension contributions paid by you and the Company – to provide benefits when you retire.
- The ‘Bristow Exchange Scheme’ means you save on National Insurance. The Bristow Exchange Scheme is the name for the salary sacrifice mechanism in the DC Section.
- Life cover is in place for active, contributing members of the DC Section.
- You can choose:
  - how to invest your pension pot (within a range of funds);
  - when you want to draw your benefits (within legal limits); and
  - which combination of benefits you want for you and your dependents.
- You can use some of your pension pot for tax-free cash when you retire.
- On top of your benefits from the DC Section, you qualify for State pension (subject to paying sufficient levels of National Insurance contributions).
- Benefits built up in the Defined Benefit (DB) Section of the Scheme prior to 2004 are paid in addition to the above benefits and are not covered in this booklet.

Introduction

- Even if retirement seems a long way off, it is never too soon to start planning for it. The DC Section of the Scheme can help you build an income for when you retire, in addition to the pension from the DB Section of the Scheme. The more you contribute, the more you will build up. Pension contributions benefit from income tax relief at your marginal rate. The Company also contributes to your pension pot, which means more money goes towards your pension.
- Most active members participate in the Bristow Exchange Scheme arrangement. With the Bristow Exchange Scheme, you give up part of your salary and the Company pays the same amount into your pension pot along with its normal contributions. This means you save on National Insurance, as you only pay National Insurance contributions on the salary you actually receive. This type of arrangement is also known as 'salary sacrifice'.
- This booklet outlines the DC Section of the Scheme. If you have any questions or if you need more information, please get in touch with the Scheme administrators (Aon Hewitt Limited) on 0345 266 9369 or email bristow.pensions@aon.co.uk
- This booklet is only a summary of the DC Section benefits; it cannot cover every detail. The Trust Deed and Rules is the legal document which governs the Scheme. While this booklet aims to be as accurate as possible, the Trust Deed and Rules will take precedence if any difference comes to light between the booklet and the Trust Deed and Rules.



Participating

The DC Section is closed to new members. Active, contributing members must pay a minimum level of contributions as explained on the next page.

Whilst you can ask to cease active membership of the DC Section at any time please note that you will not be able to rejoin the DC Section at a later date. Your only option for earning future retirement benefits with the Company's help would be to join the separate Group Personal Pension Plan which is offered to new employees.

Transfers in

If you have benefits in another pension arrangement (for example, a scheme at a previous employer or a personal pension), you may be able to transfer them into the Scheme if the Trustee agrees to the transfer. If you are interested in transferring benefits, please contact the Scheme's administrators on 0345 266 9369.

Bristow Exchange Scheme

Pension contributions are usually paid through the Bristow Exchange Scheme, unless the section headed 'Contributing outside the 'Bristow Exchange Scheme' applies to you.

Under the Bristow Exchange Scheme, you give up the part of your salary you would otherwise have paid as a contribution, and the Company pays that amount into the Scheme instead, in addition to the Company's ordinary contributions. As a result, you pay no National Insurance Contributions or income tax on the salary you give up.

As well as its contributions, the Company also pays towards the Scheme's administration and running costs and provides the death-in-service benefits.

DC Section contribution structure

Employee contribution	Employer contribution	Pensionable salary
4½% (minimum)	4½%	Annual basic salary plus certain other pay elements which the employer deems are pensionable
5%	5%	
6%	6%	
7%	7%	
8%	8%	
9% or more	9%	

You can change the level of salary you exchange by contacting the HR Shared Service Centre on 01737 824725 or email: hr.sharedservice@bristowgroup.com.

You need to bear in mind some tax rules and limits – see the section 'Tax allowances'. Please also contact the HR Shared Service Centre for information on how maternity or paternity leave, or sickness absence may affect pension contributions.

Important information regarding the Bristow Exchange Scheme

Participating in the Bristow Exchange Scheme reduces your earnings which, in turn, can reduce the maximum level of contributions you can make to any other pension arrangements. It may also affect your entitlement to some State benefits, which are based on your income or the National Insurance you pay.

If you are unsure how the Bristow Exchange Scheme might affect your State benefits, you should contact Her Majesty's Revenue & Customs (HMRC). You can find out more at: www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-paye

Contributing outside the Bristow Exchange Scheme

You will normally take part in the Bristow Exchange Scheme automatically. However, there are certain situations when taking part in the Bristow Exchange Scheme could leave you worse off. For example, your pay could go below the National Minimum Wage/National Living Wage or you might lose some of your rights to certain State benefits because you are paying lower National Insurance contributions.

We carry out eligibility checks from time to time. Where our eligibility checks find that this applies to you, you will not take part in the Bristow Exchange Scheme. Instead, you will make contributions to the Scheme from your salary. Tax relief will apply to your contributions but there will not be a National Insurance saving for you.

Changing your contribution rate

You have the option to change your contribution rate so long as you are paying the minimum 4½% but please remember that if your total contributions to all the registered pension arrangements you pay into during the year go over the 'Annual Allowance', you will face a tax charge (see page 16).

We recommend you consider taking financial advice if you need any help making decisions about your retirement saving. Please note that you will only receive tax relief on contributions up to 100% of your relevant UK earnings. You may also be subject to a tax charge if contributions (including your employer's contributions and any tax relief) exceed the Annual Allowance (see page 16 for details). Please remember that tax treatment depends on your personal circumstances. Your circumstances and the tax rules may change in the future.

No guarantees

Please bear in mind that a DC pension arrangement does not guarantee any level of income or benefit. This depends on:

- the amount of contributions paid in;
- how the investments you choose perform;
- when you decide to draw your benefits; and
- how you decide to use the money in your pension pot at retirement.

Investing the contributions

The Trustee makes available a number of investment options to you. There are two investment methods; a choice of three lifestyle options or a range of self-select funds.

• **Lifestyle options** – a lifestyle option manages your investments for you. It will automatically change the investment mix as you approach your Scheme Retirement Age (SRA). You can choose from one of three lifestyle options to suit how you intend to take your benefits at retirement (see the Taking benefits section for more detail of the options available to you at retirement). The three lifestyle options are: the Flexible Lifestyle Option, the Annuity Purchase Lifestyle Option and the Full Encashment Lifestyle Option. You will find further details in the Appendix to this booklet.

• **Self-select funds** – there is also a range of self-select funds offered to you. You can choose the self-select funds you wish to invest in including the proportion of your account you wish to invest in each. You can switch investments at any time by requesting a form from the Scheme administrators (although a switch fee may apply if you ask to switch funds more than once in a year). You will also find details of the self-select funds available to you in the Appendix to this booklet.

A copy of the investment guide is located in the Appendix.

All the funds in the range are ‘unit-linked’ funds, which means that they are divided into units of equal value. The contributions from your account buy a number of these units, depending on how much the units are worth at the time. These units will go up and down in value, which in turn will make the value of your pension pot rise and fall accordingly. If unit prices fall, your pension pot may be worth less than you have invested.

Important information

Some funds invest in a particular market, with the investment manager for that fund choosing the assets. You may only want to choose ‘specialist’ funds like this if you are familiar with investing (and the risks it involves), or if you are familiar with that market or how the funds might behave.

If you invest in overseas funds, changes in currency exchange rates are more likely to affect the value of your investments. Some funds in regions where markets are still developing (often called ‘emerging markets’) may be especially volatile – that is, they may rise and fall dramatically in value.

Property funds can carry extra risk because of the time it takes to buy and sell property – this may make the funds more volatile and you may find that there are delays with moving money you have 'tied up' in property to another type of investment.

Some cash or deposit funds are actually ‘money market’ funds that invest in different types of assets. As a result, these funds can be more volatile than ordinary cash investments and may rise and fall in value. This means the value of your capital – the original amount you invested – is not guaranteed.

Scheme Retirement Age

The Scheme Retirement Age varies depending on your category of membership ranging from 58 to 65. Please refer to your annual benefit statement to confirm the SRA which applies to you or contact the Scheme administrators.

You may choose to use your pension pot to provide you with benefits currently at any age from 55. Please note that the government plans to increase the minimum retirement age to age 57 from 2028. If you wish to take benefits earlier than your SRA, employer and Trustee agreement may be required. Also, if you take your DB Section benefits prior to your SRA, an early retirement factor may apply. Please contact the Scheme administrator for details.

The amount of your retirement benefits will depend on the money that has built up in your pension pot. This depends on, among other things:

- how much has been paid into your pension pot;
- how well your funds have performed; and
- when you decide to take your retirement benefits.

Pension Wise

In October 2018, the Government created the Single Financial Guidance Body (SFGB) to deliver free impartial financial guidance and a more streamlined service to members of the public, providing easier access to financial information and guidance. From April 2019, the SFGB was renamed "the Money and Pensions Service". The Money and Pensions Service is an executive non-departmental public body, sponsored by the Department for Work and Pensions, bringing together all the providers of government sponsored financial guidance including the retirement information service, Pension Wise, together with the Money Advice Service and the Pensions Advisory Service (TPAS).

Pension Wise is a free and impartial service to help people with DC benefits understand what their choices are and how they work. This guidance is available online at www.pensionwise.gov.uk/en, over the phone or face to face and covers:

- what you can do with your pension pot
- the different pension types and how they work
- what's tax-free and what's not.

Pension Wise will not give you personal advice about which option is the most suitable for you. Please note that you must be age 50 or over to use Pension Wise.

Options when taking benefits

When you retire you can use the money in your DC pension pot to buy benefits to suit your circumstances.

Once you have reached your SRA (or 55 with Trustee/ employer agreement) you can draw money from your fund when you need it.

You can take up to 25% of your pension pot as a tax free cash sum and use the rest to:

- Leave it invested and take regular and/or occasional amounts that will be taxed as income (this is known as 'Flexi Access Drawdown') or;
- Buy an annuity which pays you a guaranteed taxable income either for life or a fixed term (you have lots of options for how the annuity works and you can shop around to get the best deal for your circumstances).

In certain circumstances, you may trigger the 'Money Purchase Annual Allowance' when you take your benefits.

Although it is great to have these choices, you must make sure you understand all your options and the tax you might have to pay. It is important you think about taking financial advice at the right time.

The Scheme administrators will contact you as you approach your SRA to provide more information on your retirement options.

As already mentioned if you start to take benefits before your SRA an early retirement factor may apply to your pension from the DB Section.

You can use your DC Section fund to contribute towards (or wholly fund) your overall Scheme tax-free cash entitlement. This may mean you commute less or no pension from the DB Section to realise your Scheme tax-free cash.

Remember: The investment funds you choose, especially near retirement, are likely to depend on how you want to use your pension pot at retirement – for example, whether or not you want to take it in the form of flexible drawdown, as cash or as an annuity.

State Pension

Men born on or after 6 April 1951 and women born on or after 6 April 1953 will be entitled to the single-tier State Pension. For 2019/20, the full single-tier State Pension will be £168.60 per week, but the exact amount you receive will depend on the National Insurance contributions you have paid over your working life, which is used to work out your entitlement.

For men and women born before 6 April 1951 and 6 April 1953 respectively, the old two-part State Pension may be payable – i.e. Basic State Pension possibly topped up with some State Second Pension (known as S2P and formerly known as SERPS). Again, the exact amount you receive will depend on the National Insurance contributions you paid over your working life, as well as any time you may have spent contracted-out of the S2P and / or SERPS.

State Pension Ages have been under ongoing review by the Government, and your own State Pension Age depends on both your gender and date of birth. To establish your State Pension Age, you can use the calculator on the Government's website: www.gov.uk/state-pension-age

To find out more about State pensions in general, you can visit the Government's website: www.gov.uk/new-state-pension or call: 0345 606 0265 or 0800 731 7898.

Scheme's ill health benefits

If you have to stop work due to ill health you may be able to receive your retirement benefits straight away, even if you are under age 55.

- **Your DC Section benefits –** The Trustee and the Company would need to agree that you qualify under the definition of ill health set out in the Scheme rules. If you do qualify, your pension pot could be used to provide you with benefits from the date you stop work.
- **Your DB Section benefits –** If you are an active member of the DC Section and the Trustee and the Company agree that you qualify to take early retirement on the grounds of ill health, you may also be entitled to receive your pension from the DB Section. The amount of DB pension is based on your preserved benefits but the reduction for early retirement may not apply in some circumstances, depending on the severity of your illness.

Scheme's death benefits

- **Death before commencing retirement benefits if you are an active member –** A cash lump sum is payable which is a multiple of pensionable salary at your date of death if you die while an active member of the Scheme. Typically, the multiple is 3-times your pensionable salary but may be different depending on your category of membership. Please contact the Scheme administrators for confirmation of your death-in-service entitlement.
- **Death before commencing retirement benefits for any member –** If you die before commencing retirement benefits the value of your DC Section fund will be available as a lump sum to your beneficiaries. You will need to complete a form to nominate your beneficiaries (see below).

Scheme's death benefits

- **Your DB Section benefits**

As well as the cash sum(s) mentioned here, your beneficiaries will usually be entitled to benefits from your membership of the DB Section in the event of your death before or after retirement. If you die after retirement, the DB Section will provide a pension to your spouse or other dependent of at least half the pension you were receiving at the date of your death, ignoring any reduction for taking cash when you retired.

- **Telling us your wishes**

The Trustee has the final decision over who receives any benefits on your death. This means that, under current legislation, the payment does not become part of your estate and your beneficiaries do not have to pay inheritance tax on it.

You can tell the Trustee who you would like to receive the payment by filling in the Scheme's Nomination of Beneficiary Form. The Trustee is not required to follow your wishes by law, but they will normally try to unless there is good reason to do otherwise.

Remember that if your personal situation changes – for example, you may get married, divorced or have children – you may want to fill in a new form. You can get one from the Scheme administrators.

Important: Death-in-service benefits which are not from the DB Section or DC pension pot are provided through insurance and may need to be restricted if appropriate insurance terms are not available.

- **Death after commencing DC Section retirement benefits**

If you die after commencing retirement benefits, the benefits payable will depend on the decisions you made when you bought retirement benefits with your pension pot at your retirement. So, your partner or children would receive a pension if you chose that option at the time.

If you leave the Company

If you leave the Company before retiring, you can either:

- leave your pension pot in the Scheme; or
- transfer your pension pot to another pension arrangement.

- **Your DB section benefits –** If you leave the Company, there will be no change to your preserved DB benefits. If you choose to transfer your DC Section pension pot, you can also choose to take a transfer value in respect of your DB Section benefits, although you will not be obliged to do so.
- **Taking a transfer –** You can transfer the value of your DC Section pension pot to another pension arrangement. That other pension arrangement must be registered with HM Revenue & Customs (HMRC) and able to accept the transfer. Once you have transferred, you will not receive any further benefits from the DC Section of the Scheme. You can ask for a quotation of your transfer value once every 12 months. You will receive this within three months of requesting it in writing, and it will normally be the value of your pension pot at the time. Please contact the Scheme administrators if you would like a quotation. We recommend you consider taking independent financial advice if you need any help making decisions about transferring your benefits.

If you leave the Company

- **Leaving your benefits in the Scheme –** You can leave your pension pot in the Scheme until you want to retire and draw your benefits. You can continue to make investment decisions and change your fund choices, but no new contributions will be added.
- **Death before retiring –** If you leave your benefits in the Scheme and then die before drawing them, the value of your pension pot will be payable as a cash sum or used to buy benefits for one or more of your dependents. The Trustee decides who receives these benefits (again, taking your wishes into account).

About the Scheme

The Scheme is set up under trust and its finances are totally separate from those of the Company. It is run by a board of trustees through a trustee company.

The Trustee is responsible for running the Scheme in line with pension law as well as its own rules, while safeguarding the best interests of its members. To do this, it demonstrates and uses a broad knowledge of pension and investment issues, as well as appointing a range of independent professional advisers such as actuaries, solicitors and investment managers to assist in areas needing specialist expertise.

You can also ask the Scheme administrators if you want to see a copy of the formal Scheme annual report, which includes the full audited pension accounts.

The Company intends to continue the Scheme indefinitely, but it has the right to end or change the Scheme at any time. If this were to happen, you would receive full information about what was happening.

About this guide

This booklet gives a summary of the Scheme benefits, but it cannot cover every detail – the full Trust Deed and Rules is the official document governing the running of the Scheme. While this guide aims to be as accurate as possible, the rules will take precedence if any difference came to light between the two.

This guide was drafted in February 2020. Pension and tax laws can change at any time and this guide will not reflect any changes after that date.

What if I pay too much in?

Annual Allowance

The Annual Allowance applies to all contributions, from you or any employer, paid into all of your pension arrangements over a 12-month 'pension input period' ('PIP'). Since 6 April 2016, all PIPs run in line with the tax year (before this date, PIPs could be different). Input is calculated depending on the type of pension arrangement you are in:

- Defined contribution arrangements (such as the DC Section) – input is the total contributions paid by you and the Employer into the pension arrangement.
- Defined benefit arrangements (such as the DB Section) – input is the capital value of the increase in your benefit over the PIP. Special rules, as set by the HMRC, apply to how this is capital value is calculated. If you would like more information about how HMRC limits may affect you, please contact the Scheme administrators.

If your total input during the PIP is over £40,000 (the Annual Allowance for the 2019/20 tax year) then the amount you have contributed above the Annual Allowance will be added to your taxable income which you must self-declare through self-assessment. You will pay tax on it at your highest rate, unless you have any unused Annual Allowance from the previous three tax years (known as carry forward).

Tapered Annual Allowance

The Annual Allowance of £40,000 will reduce for anyone with ‘adjusted income’ above £150,000 a year. This is called the Tapered Annual Allowance.

Adjusted income is taxable earnings from all sources plus the value of all pension savings (including those made by your employer) during the tax year. This calculation is complex, and particularly so for the value of your pension savings under the DB section (if applicable). You can find out more at www.gov.uk/guidance/pension-schemes-work-out-your-tapered-annual-allowance.

The Annual Allowance will reduce by £1 for every £2 of 'adjusted income' over £150,000, with a maximum reduction to the Annual Allowance of £30,000. This means those with adjusted income of £210,000 a year or more will have an Annual Allowance of £10,000.

Please note that if your net income not including pension contributions (known as 'threshold income') is less than £110,000 a year, your Annual Allowance will not reduce, regardless of the level of ‘adjusted income’.

If your total input across all your pension arrangements is likely to be close to £40,000 in any PIP, please seek financial advice before making any decisions.

If you draw your benefits due to ill health, as long as you satisfy HMRC’s requirements, the Annual Allowance will not apply to your benefits in that year. The same is true if you die while still building up your pension fund.

Money Purchase Annual Allowance (MPAA)

You may also have a lower annual allowance – called the Money Purchase Annual Allowance (MPAA) - if certain 'trigger events' occur. Information about trigger events can be found using this web link: www.gov.uk/hmrc-internal-manuals/pensions-tax-manual/ptm056520

Trigger events include:

- income paid from a Flexi Access Drawdown fund (but not if you just take the 25% Pension Commencement Lump Sum)
- payment of an Uncrystallised Fund Pension Lump Sum
- income of more than the permitted maximum level under an income drawdown arrangement that commenced prior to April 2015.

The MPAA for 2019/20 is £4,000 meaning that, if applicable to you, this is the maximum amount you can pay into DC pension arrangements without incurring a tax charge. Please note that the MPAA does not apply to benefits built up under defined benefit schemes such as the DB Section (if applicable).

Please seek financial advice before you proceed with a trigger event if your total pension contributions are close to the MPAA (or may become close to it in the future).

Lifetime Allowance

The Lifetime Allowance applies to the value of all the pension benefits you build up from almost all sources (apart from the State) over your working life. For the 2019/20 tax year the Lifetime Allowance is £1,055,000.

Please note that widows' pensions and other pensions paid following the death of someone else may not count towards the Lifetime Allowance. Overseas pensions may or may not be included, depending on the circumstances.

You can build up benefits over the Lifetime Allowance, but you would have to pay a tax charge on the excess. This charge is 25% if you take these excess benefits as income (typically annuity or drawdown), which would then also be subject to Income Tax. The charge goes up to 55% if you take the excess as cash.

Please note that death benefits paid as lump sums from an HMRC-approved registered life assurance arrangement also count towards the Lifetime Allowance.

If these benefits, along with any other pensions or cash sums being paid, go over the allowance, a charge of 55% will apply to the excess, unless it is used to pay for dependents' pensions. If you think your contributions or benefits may be close to any of the allowances, please consider taking financial advice.

Important note – do you already have (or plan to apply for) any 'protection' against the Lifetime Allowance? If you participate in an employer's pension plan and/or registered life assurance scheme, you will lose your Enhanced or Fixed Protection. If you have Primary Protection, Individual Protection 2014 or if you have applied for / are going to apply for Individual Protection 2016, pension contributions can still be paid into your pension policy. Please note that you will have to pay a tax charge on any pension savings above your protected Lifetime Allowance.

More information on lifetime allowance protection is available on the HMRC website at: www.gov.uk/tax-on-your-private-pension/lifetime-allowance

Neither the Trustee nor the Company are responsible for any tax charge or loss of tax relief you incur through building up benefits in the Scheme.

Protecting your details

The General Data Protection Regulation ('GDPR') represents EU legislation that applies to organisations handling the personal data of individuals. It came into effect across Europe and the UK on 25 May 2018, and it repealed the UK's Data Protection Act 1998. In broad terms, it sets out the law in relation to handling personal data. Its goal is to enable the effective flow of data, but in a controlled and secure way.

The Trustee is the 'data controller' for the Scheme under GDPR. This means that it will hold and process your personal data and possibly those of your dependents and beneficiaries to properly administer the Scheme and comply with the law. From time to time, this might involve passing those details on to third parties – such as the Scheme's advisers and administrators, or to a new employer.

Personal information (or data) is information that can be used to identify you, such as your name. The types of data the Trustee may collect, and hold will include, for example, your national insurance number, date of birth and your postal address. The Trustee generally collects this data from you and from the Company. Some of the data collected may be classed as 'sensitive data', such as information you tell the Trustee about your health when applying for ill-health pension benefits. The Trustee may require your consent to collect and hold this type of data.

Importantly, the Trustee and any third party employed by the Trustee in relation to the Scheme all have procedures in place to ensure that data is processed in line with the GDPR regulations. By participating in the Scheme, you agree to your personal information being used like this. Your information will not be used for any other purpose.

You have the right to ask to see the information we hold about you, and to request that any errors are corrected. You should contact the Scheme administrators about this.

Divorce and dissolving civil partnerships

Pension benefits form part of a person's assets – so there are a number of ways the courts may decide to divide them up if you go through a divorce or end your civil partnership. If this applies to you, please make sure you let your solicitor know about any benefits you or your former partner have. The Trustee has a procedure in place for this situation, and the Scheme administrators will supply any relevant details about your benefits that your solicitor requires.

How to protect yourself against pension scams

If you are thinking of transferring your benefits out of the Scheme, please read the Pensions Regulator's leaflet on pension scams at www.thepensionsregulator.gov.uk/individuals/dangers-of-pension-scams.

If you think you are being targeted by a pension scam contact Action Fraud – the national anti-fraud help-line – on 0300 123 2040. You can also write to the Pensions Advisory Service or see their website (see contact details below) if you would like to speak to an independent adviser regarding pension liberation fraud.

Tax Approved Scheme

The Scheme is registered with HM Revenue & Customs. Under current law and practice, this gives relief from tax on contributions (up to a threshold set by HM Revenue & Customs) and means that the Scheme's investment income and capital gains receive favourable tax treatment.

Resolving disputes

If you have a problem or complaint, please contact the Scheme administrators in the first instance. If they cannot resolve the issue, they will follow the Scheme's Internal Dispute Resolution Procedure (IDRP). You can ask for details about this from the Scheme administrators.

If you are not happy with the response that you receive, you can take it further by contacting the Trustee if necessary.

You can also contact the Pensions Ombudsman at any time regarding a dispute that you may have. Please see page 23 for more details.

Useful contacts

The following information will help you to know where to go for further help and information:

To get a Nomination of Beneficiary form	Scheme administrators on 0345 266 9369 or email bristow.pensions@aon.co.uk
To request a change in contributions	HR Shared Service Centre on 01737 824725 or hr.sharedservice@bristowgroup.com
To switch investment	Scheme administrators on 0345 266 9369 or email bristow.pensions@aon.co.uk
To request an early/late retirement quotation	Scheme administrators on 0345 266 9369 or email bristow.pensions@aon.co.uk
To transfer in or out of the Scheme	Scheme administrators on 0345 266 9369 or email bristow.pensions@aon.co.uk
To notify us about a death	Scheme administrators on 0345 266 9369 or email bristow.pensions@aon.co.uk
To find out information about the DC Section funds	https://digital.feprecisionplus.com/corppen?&category=3brw67

Where to go for help

The following organisations are available to provide help and guidance about pensions.

Money & Pensions Service

The Money & Pensions Service is a newly formed guidance body which has been in place since January 2019. It replaced the three existing providers of government-sponsored financial guidance – the Money Advice Service, the Pensions Advisory Service and Pension Wise – bringing together the provision of debt advice, money guidance and pension guidance for the first time.

The new body delivers free and impartial financial guidance and a more streamlined service to members of the public providing easier access to the information and guidance.
Helpline: 0115 965 9570
E-mail: contact@maps.org.uk
Website: https://moneyandpensionsservice.org.uk

The Pensions Ombudsman

The Pensions Ombudsman settles complaints and disputes about how pension schemes and benefits are administered.

The Office of the Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB
Phone: 0800 917 4487
E-mail: enquiries@pensions-ombudsman.org.uk
Website: www.pensions-ombudsman.org.uk

The Pensions Regulator

The Pensions Regulator oversees UK company pension schemes and can step in if it thinks a pension scheme is failing or members' benefits are at risk. It also provides practical guidance documents for pension scheme trustees, and information for members.

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW
Phone: 0345 600 7060
Email: wb@tpr.gov.uk
Website: www.thepensionsregulator.gov.uk

Tracking down benefits

If you think you might be entitled to benefits from a scheme you have lost touch with, the Pension Tracing Service may be able to help.

The Pension Service 9
Mail Handling Site A
Wolverhampton
WV98 1LU
Phone: 0800 731 0193
Website: www.gov.uk/find-pension-contact-details

Keeping in touch

Once a year we send you an annual statement regarding your DC Section benefits which will give you an idea of how your pension pot is building up. You can ask to see copies of the Scheme's official documents, such as:

- the Trust Deed and Rules;
- the Trustee's annual Report and Accounts, which includes the Chair's Statement; and
- the Trustee's Statement of Investment Principles.

Contact the Scheme administrators for this.

Taking Advice

We recommend that you seek financial advice if you need help before making your decision about contribution levels, your investment funds or anything else you are unsure of. Neither Bristow Helicopters Limited nor the Trustee can give financial advice. The Trustee's adviser, Aon UK Limited, can give pension related advice to individuals. There will be a fee for advice (payable by the individual) which would be made clear before any work commences. You can contact the Trustee's adviser through the Scheme administrators.

If you do not have a financial adviser, the Financial Conduct Authority website provides information in relation to finding a financial adviser at: www.fca.org.uk/consumers/finding-adviser

This guide, which is valid until 5 April 2020 or until further changes are made by the Trustee or legislation, has been approved by Aon UK Limited whose registered address is The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AN. The Trustee has appointed Aon UK Limited (Aon) to assist in producing this booklet, and we pay Aon for a fee for advice to us. Aon UK Limited is authorised and regulated by the Financial Conduct Authority. Aon UK Limited's registered number, as detailed on the Financial Conduct Authority's Financial Services Register, is 310451.

Lifestyle options

A lifestyle option will manage the investment of your account on your behalf. If you decide to use a lifestyle approach you will need to decide which of the three lifestyle approaches you wish to invest in.

All three lifestyle options invest in the same way until 5 years prior to your SRA. They are designed that way because many pension members do not have a clear idea on how they will be taking their retirement benefits until closer to their SRA. As they are the same until 5 years before SRA a decision on which lifestyle option may be appropriate is not needed until closer to SRA.

Flexible Lifestyle Option (Default Investment Option from April 2020)

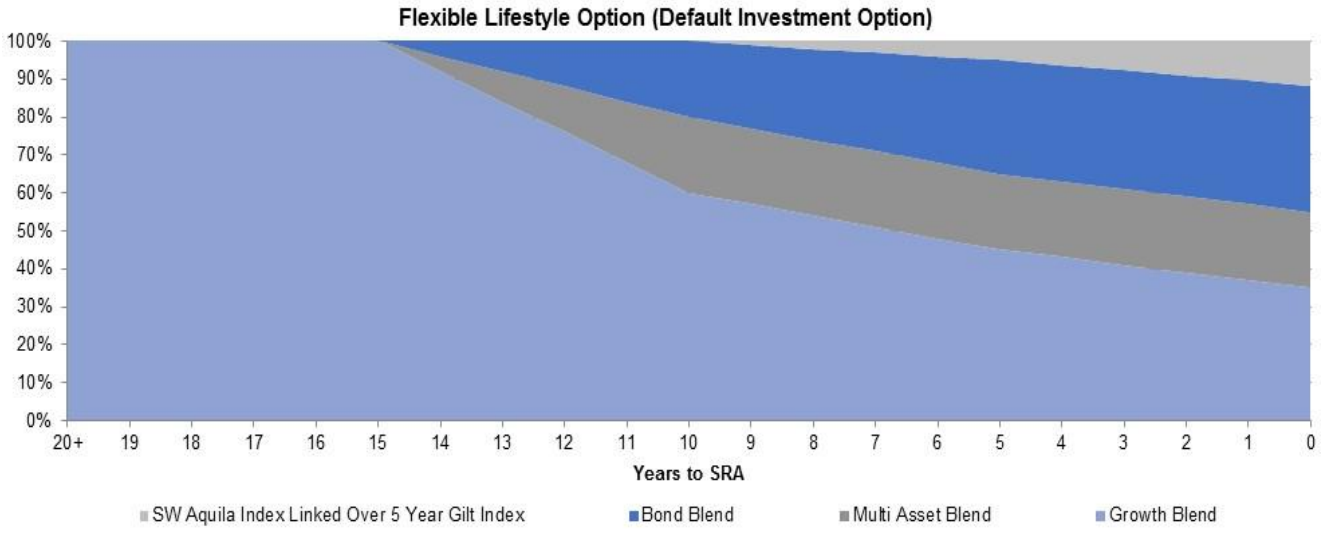
The Flexible Lifestyle Option may be suitable if you plan to take your DC Section retirement benefits in the form of drawdown or if you are not sure how or when you will be taking your DC Section retirement benefits. This is the DC Section's new Default Investment Option from April 2020.

The Flexible Lifestyle Option automatically moves your investments gradually from higher risk funds to other funds over the 15 years before your SRA. It is intended to initially give exposure to assets which target growth, but then moves to assets with a lower risk profile. At SRA, the funds you are invested in are intended to be appropriate for members taking their benefits in a flexible way, for example via flexible drawdown.

It is also intended to be an appropriate option for members who do not take their benefits at their SRA or do not have a clear plan on when or how they will take their DC Section retirement benefits.

The automatic switching of funds to attempt to reduce risk is often known as lifestyling.

The Flexible Lifestyle Option is illustrated graphically in the following chart:



Annuity Purchase Lifestyle Option

The Annuity Purchase Lifestyle Option may be suitable if you plan to take your retirement benefits as an annuity (or pension).

The Annuity Purchase Lifestyle Option automatically moves your investments gradually from higher risk funds to other funds over the fifteen years before your SRA. It is intended to initially give exposure to assets which target growth, but then moves to assets with a lower risk profile. At SRA, the funds you are invested in are intended to be appropriate for members purchasing an annuity with their DC Section funds.

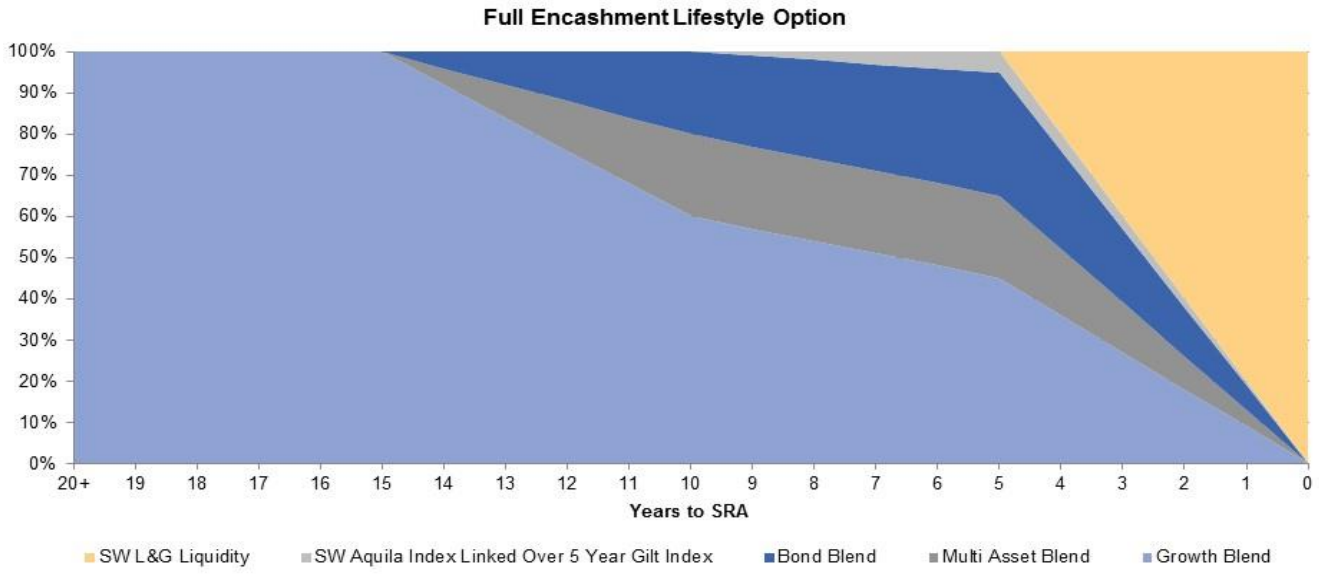
The Annuity Purchase Lifestyle Option is illustrated graphically in the following chart:

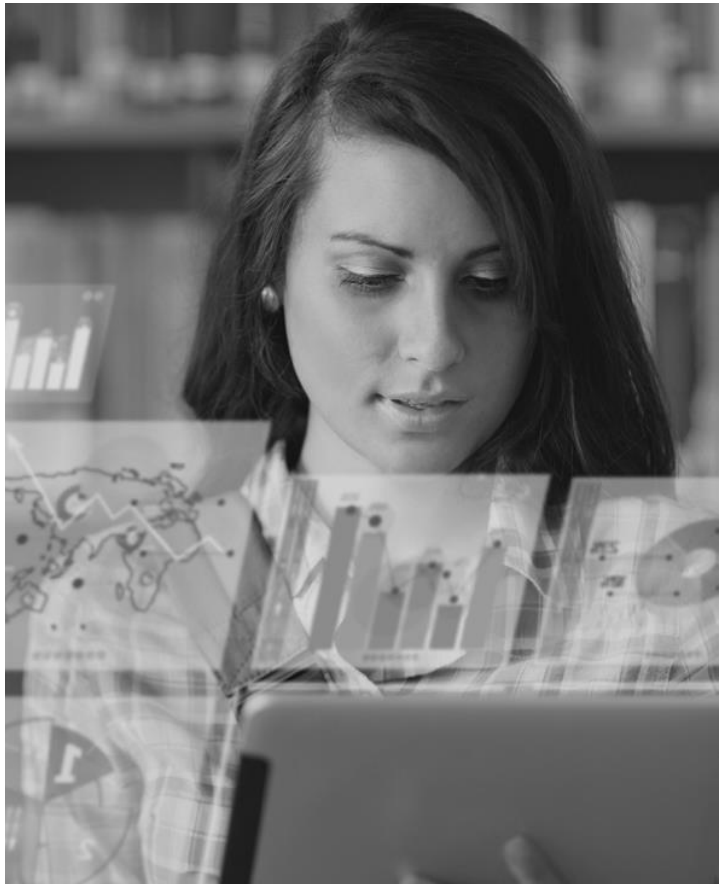
Full Encashment Lifestyle Option

The Full Encashment Lifestyle Option may be suitable if you plan to take all your DC Section retirement benefits in the form of a lump sum at your SRA, for example if your overall Scheme tax-free cash entitlement is greater than your DC Section fund. This is similar to the Default Investment Option applying prior to April 2020 but introduces some different types of investments aiming to give greater diversification.

The Full Encashment Lifestyle Option automatically moves your investments gradually from higher risk funds to other funds over the 15 years before your SRA. It is intended to initially give exposure to assets which target growth, but then moves to assets with a lower risk profile. At SRA, the funds you are invested in are intended to be appropriate for members taking all their DC Section benefits in the form of a lump sum at their SRA.

The Full Encashment Lifestyle Option is illustrated graphically in the following chart:





Self-select funds

If you're considering being more 'hands on' with your pension account, it's important that you have an understanding of the investment basics.

Your attitude to risk

Your investment choice will depend to some degree on your attitude to certain risks. Understanding investment risks is important because then you can make a choice you're comfortable with.

- **Capital risk**

This is the risk that the value of your investments will go down as well as up and that you end up with less than you have paid in.

Typically, the more risk you take the greater the potential for your investments to grow. Higher capital risk means that you would probably see larger highs and lows in terms of return over time. This can happen with funds invested in equities, for example.

In the past, equities have outperformed other types of investment over the long term. This is why they are a common choice of investment when retirement is a long way off; to maximise the potential for growth, with time to make up any potential falls in value.

- **Inflation risk**

Inflation risk comes with lower risk investment funds which tend to grow gradually, such as those that invest in cash. If your investments don't grow as quickly as inflation, in real terms they will be worth less. However, the value of cash funds does not usually vary significantly over the short term. So typically, they are used to protect the value of a pension account shortly before retirement, often to match the level of tax-free cash that is available (under current law).

- **Currency risk**

If some of your investments involve overseas funds and the exchange rate at the time is less favourable, it will reduce your fund value and consequently the value of your account. By how much will depend on how much of your pension account is invested in the particular overseas asset or assets.

- **Conversion risk**

If you plan on buying an annuity with your account, you should understand pension conversion risk. The income you receive from an annuity will depend on the cost of annuities at the time. So, if, for example, the price of annuities goes up just before you retire, you would receive less pension, and vice versa. The performance of bonds and gilts tend to move in line with the price of annuities so it's not uncommon to switch to these types of investments as you approach retirement to try to offset this risk.

“Don’t put all your eggs in one basket.”

Diversification is a common tactic when it comes to investing. If you choose to invest in a mix of assets, you reduce the risk of poor performance in any one asset type affecting the value of your entire pension account.

Your approach to risk is also likely to be linked to how long you are investing for, be it the short, medium or long term.

Management styles

There are two different styles of investment management that you should be aware of and knowing how each one works can help when you’re thinking about how to invest your account:

- **Active**

Active management aims for returns that are higher than a particular market index. To try and achieve this, the investment manager undertakes research (into a specific company for example), before deciding whether or not to buy their shares. So active management involves the investment manager picking and choosing investments they think will perform well.

Actively managed funds offer the potential for higher-than-average returns, but with the risk of a return below the market index.

- **Passive**

Passive management aims for returns that are in line with a particular market index. To try and achieve this, the investment manager invests in broadly the same investments as the market, and in the same proportions, rather than selecting specific stocks that may or may not perform better. This fund management style is also referred to as index-tracking.

How long you are investing for

How far you are from retirement is key to you deciding how you want your account to be invested. Once you’ve decided when you plan to retire, it’s easy to work out how long you are likely to be investing for. If you are just a few years from retirement, in investment terms you need to make a choice for the short term. If you are a long way from retiring, your investment period is considered to be long term.

Asset classes

There are many different types of investment, or asset. All funds invest in at least one asset type and many invest in a mixture. Understanding the different asset types puts you a step closer to making an informed investment decision. This section sets out the different asset types with an explanation of each, including the estimated levels of target growth and different types of risk associated with that category of investment. When it comes to different types of investments, broadly speaking:

The greater the risk of a sudden fall in value, the greater the chance for achieving higher long-term growth. The lower the risk of a sudden fall in value, the lower the level of long-term growth you might hope to achieve.

Equities

Target Growth	High
Capital risk	High
Inflation risk	Low
Conversion Risk	Medium to high

These are shares in a company, which investors buy and sell on stock markets in the UK and overseas. Their value depends on the economy, market conditions and of course, the profitability of the company itself.

In the past, over the very long term, equities have achieved significantly higher returns than other types of investments. However, the prices of equities can rise and fall quickly, sometimes dramatically so. There have even been periods of 10 years or more during which equities have not performed as well as other assets.

That said, equities are usually considered to be an appropriate investment when the aim is for long-term growth. Or to look at it another way, equities are not usually invested in shortly before retirement, as a sharp fall in value could mean that there is insufficient time to recover.

Mixed

Target Growth	Medium to high
Capital risk	Medium
Inflation risk	Low to medium
Conversion Risk	Medium to high

Mixed (or 'multi-asset') funds are commonly used to try and achieve returns similar to those historically achieved from equities, but with less risk.

The investment manager of a mixed fund has the freedom to invest in different asset types and across different countries. They can also change the mix of investments to take advantage of potential 'ups' in the market or to avoid potential 'downs'.

Mixed funds are more time consuming to manage and so usually have higher management charges compared to other types of fund.

Bonds and gilts (Fixed Interest)

Target Growth	Medium to high
Capital risk	Medium
Inflation risk	Low to medium
Conversion Risk	Medium to high

A bond is a type of loan which pays interest. Companies issue 'corporate bonds' as a way of raising money. They are traded like shares on the stock markets.

The company issuing the bond promises to repay the face value to whoever holds it at an agreed date in the future and to pay interest until that time. The interest on most corporate bonds is fixed.

Gilts are bonds issued by the UK Government. They work in the same way as corporate bonds, but because they have the backing of the Government, it's generally accepted that they pose a lower risk than bonds. For this reason, as you might expect, the interest rate offered by gilts is usually lower than bonds. The interest can be at a fixed rate or linked to a market index (such as the Retail Prices Index which measures inflation).

Property

Target Growth	Medium to High
Capital risk	Medium
Inflation risk	Low to Medium
Conversion Risk	Medium to high

Property funds can invest in office, retail and industrial property. They may also invest in other property related investments, such as shares in property companies and real estate investment trusts. They may invest in the UK or globally.

Cash

Target Growth	Low
Capital risk	Low
Inflation risk	High
Conversion Risk	Medium to high

Investing in cash funds is similar to putting your money into a regular bank or building society pension account. Interest is paid on a regular basis, but this might fall behind inflation over the long term. Consequently, cash typically offers low growth. However, it is generally thought to be the most secure type of investment so is often used for the short term.

If you plan on taking a tax-free cash sum at retirement, a cash fund is likely to be a suitable choice for the element of your fund being used for tax-free cash or if you are planning to take all of your DC Section fund as a lump sum. A cash fund is likely to protect the value of that part of your pension account in the short term, but you should remember the inflation risk in the long term.

Component funds of Flexible Lifestyle Option, Annuity Purchase Lifestyle Option and Full Encashment Lifestyle Option

Fund Name	Fund Manager	Investment style	Asset type	Current fund allocation (the Trustee may change the allocation in the future)		Fund Aim	Total Expense Ratio (per year)
Growth Blend	BlackRock and L&G	Mixture	Mixture	SW Legal & General Infrastructure Index	1.5%	The Fund aims to achieve a high total investment return over a market cycle and is focused on growth in excess of inflation over the long term in order to improve the purchasing power of investors. It invests primarily in underlying funds that consist primarily of the shares of companies from around the world. Further diversification is provided by investing a proportion of the Fund in property and infrastructure funds. The Fund invests in higher risk investments with the aim of achieving a higher return. The Fund aims to provide broad exposure to growth market opportunities and has the potential to invest in other collective investment schemes to provide diversifying growth market exposure.	0.210%
				SW Legal & General Hybrid Property (70:30)	8.5%		
				SW Aquila MSCI World Index	81.0%		
				SW Aquila Emerging Markets Equity Index	9.0%		
Multi-Asset Blend	State Street and Schroder	Active	Mixture	SW State Street Strategic Diversified	50%	The Fund aims to provide long-term growth through global exposure to higher risk assets and also some exposure to lower risk assets. The Fund will primarily invest in funds, which themselves invest in shares and bonds and/or money market instruments traded worldwide. The underlying funds may also invest in alternative asset classes such as real estate, infrastructure, emerging market debt, high yield debt and commodities. This strategy is actively managed in order to provide risk management and the potential for greater long term returns. This strategy will actively manage the asset allocation to benefit from upward moves in the market. The strategy will also selectively invest in bond markets to enhance its defensive characteristics in times of market stress and weakness.	0.375%
				SW Schroder Dynamic Multi Asset	50%		

Further details on all these funds can be found at: https://digital.feprecisionplus.com/corppen?&category=3brw67

Component funds of Flexible Lifestyle Option, Annuity Purchase Lifestyle Option and Full Encashment Lifestyle Option

Fund Name	Fund Manager	Investment style	Asset type	Current fund allocation (the Trustee may change the allocation in the future)		Fund Aim	Total Expense Ratio (per year)
Bond Blend	BlackRock	Active	Mixture	SW Aquila Corporate Bond All Stocks	75%	The Fund aims to provide long-term growth with an element of hedging against inflation risk utilising bond markets for the defensive characteristics in times of market stress and weakness. The Fund consists of underlying funds which predominantly invests in sterling denominated investment grade corporate bonds as well as longer dated UK government index-linked securities.	0.148%
				SW Aquila Index Linked Over 5 Year Gilt Index	25%		
SW Aquila Index Linked Over 5 Years Gilt Index	BlackRock	Passive	Bonds	100% SW Aquila Index Linked Over 5 Years Gilt Index		The fund invests in UK government index-linked securities (index-linked gilts) that have a maturity period of 5 years or longer. The fund aims to achieve a return consistent with the FTSE UK Gilts Index-Linked Over 5 Years Index, which is widely regarded as the benchmark for UK pension fund investment in the longer dated end of the UK index-linked gilt market.	0.139%
SW L&G Liquidity	L&G	Active	Cash	100% SW L&G Liquidity		The principal investment objective of the Sterling Liquidity Fund is to provide capital stability, liquidity and diversification while providing a competitive level of return. The Fund invests in high quality short term fixed income and variable rate securities listed or traded on one or more recognised Exchanges, across a range of financial institutions, sovereign and corporate issuers.	0.196%

Further details on all these funds can be found at: https://digital.feprecisionplus.com/corppen?&category=3brw67

Self-select funds

Fund Name	Fund Manager	Investment style	Asset type	Fund Aim	Total Expense Ratio (per year)
SW Aquila UK Equity Index	BlackRock	Passive	Equities	This fund invests in the shares of UK companies and aims to achieve a return that is consistent with the return of the FTSE All-Share Index. This index is widely regarded as the benchmark for UK pension fund investment in shares of companies in the UK.	0.138%
SW Aquila MSCI World Index	BlackRock	Passive	Equities	The fund aims to achieve a return consistent with the MSCI World Index.	0.144%
SW Baillie Gifford Global Alpha	BlackRock	Active	Equities	The Fund invests in one or more global equity funds. The funds will aim to invest predominantly in the shares of companies listed on global stock markets, including the UK.	0.780%
SW Aquila Emerging Markets Equity Index	BlackRock	Passive	Equities	The fund aims to achieve a return consistent with the MSCI Global Emerging Markets Index.	0.350%
SW Schroder Global Emerging Markets	Schroder	Active	Equities	The Schroder Life Global Emerging Markets Fund seeks to achieve its investment objective by investing 100% in the Schroder Global Emerging Markets Fund ("the Fund"). The Fund aims to provide capital growth by investing in equity and equity related securities of emerging market companies worldwide.	1.030%
SW L&G Ethical Global Equity Index	L&G	Passive	Equities	The fund aims to track the total return of the FTSE4Good Global Equity Index to within +/- 0.5% per annum for two years in three.	0.310%

Further details on all these funds can be found at: https://digital.feprecisionplus.com/corppen?&category=3brw67

Self-select funds

Fund Name	Fund Manager	Investment style	Asset type	Fund Aim	Total Expense Ratio (per year)
SW HSBC Amanah	HSBC	Passive	Equities	The fund aims to offer investors the opportunity to grow their money in line with the performance of the Dow Jones Islamic Titans 100 Index. The fund invests in company shares from around the world and is compliant with Islamic Shariah principles.	0.410%
SW State Street Strategic Diversified	State Street	Active	Mixture	The fund invests passively across a wide range of traditional and alternative asset classes, markets and securities. It targets returns in line with a traditional balanced portfolio comprised of 60% equities and 40% bonds. The fund aims to capture a broad range of unrelated asset class exposures in order to achieve diversification and reduce the overall volatility of total portfolio returns.	0.340%
SW Schroder Dynamic Multi Asset	Schroder	Active	Mixture	The fund's investment objective is to deliver positive returns over a market cycle based on long-term capital growth and income through investment in collective investment schemes as well as directly held transferable securities, derivatives, cash, deposits, warrants and money market instruments. The fund may gain exposure to alternative asset classes including but not limited to property, commodities, hedge funds and private equity directly where permitted or through investment in transferable securities and other permitted assets which themselves invest in these asset classes.	0.410%
SW Invesco Perpetual Global Targeted Returns	Invesco Perpetual	Active	Mixture	The fund aims to achieve a positive total return in all market conditions over a rolling three-year period. The fund targets a gross return of 5% a year above UK three-month LIBOR and aims to achieve this with less than half the volatility of global equities over the same three year rolling period. There is no guarantee that the fund will achieve a positive return or its target, and an investor may not get back the full amount invested.	0.840%
SW L&G Hybrid Property (70:30) (Active & Passive)	L&G	Active	Property	To provide diversified exposure to the UK Property market and the Global REITS market. The fund aims to provide diversified exposure to UK and global property markets. It typically invests 70% in Legal and General's Managed Property Fund which itself invests in UK freehold and leasehold property, and 30% in Legal and General's Global Real Estate Equity Index Fund which employs an index tracking strategy, either investing directly in the securities of its index, or indirectly through other Legal and General funds.	0.640%

Further details on all these funds can be found at: https://digital.feprecisionplus.com/corppen?&category=3brw67

Self-select funds

Fund Name	Fund Manager	Investment style	Asset type	Fund Aim	Total Expense Ratio (per year)
SW L&G Infrastructure Index	L&G	Passive	Mixture	The Fund aims to match the return on the FTSE Developed Core Infrastructure Index to within ± 1.0% per annum for two years out of three. This is a specialist fund with a particular investment theme, or targeting a specific sector. It invests in assets which tend to produce superior levels of return but with higher risk. Over the longer term these assets should generate superior growth but possibly with greater fluctuations in value, which at times may be dramatic and not in line with a broad based global equity fund. The investments are made through a reinsurance arrangement.	0.460%
SW Aquila Corporate Bond All Stocks Index	BlackRock	Passive	Bonds	This fund invests in investment grade corporate bonds denominated in sterling. The fund aims to achieve a return consistent with the iBoxx £ Non-Gilts Index. This index covers the broad spectrum of investment grade corporate bonds in issue.	0.151%
SW Aquila Over 15 Years UK Gilt Index	BlackRock	Passive	Bonds	This fund invests in UK government fixed income securities (gilts) that have a maturity period of 15 years or longer. The fund aims to achieve a return consistent with the FTSE UK Gilts Over 15 Years Index, which is widely regarded as the benchmark for UK pension fund investment in the longer dated end of the UK gilt market.	0.139%
SW Aquila Index Linked Over 5 Years Gilt Index	BlackRock	Passive	Bonds	The fund invests in UK government index-linked securities (index-linked gilts) that have a maturity period of 5 years or longer. The fund aims to achieve a return consistent with the FTSE UK Gilts Index-Linked Over 5 Years Index, which is widely regarded as the benchmark for UK pension fund investment in the longer dated end of the UK index-linked gilt market.	0.139%
SW L&G Pre-Retirement	L&G	Passive	Bonds	The fund aims to invest in assets that reflect the investments underlying a typical non-inflation linked pension annuity product. The fund invests in the L&G Over 15 years Gilts Index fund and the L&G AAA-AA-A Corporate Bond Over 15 year Index fund. The mix between the funds is reviewed regularly.	0.175%
SW L&G Liquidity	L&G	Active	Cash	The principal investment objective of the Sterling Liquidity Fund is to provide capital stability, liquidity and diversification while providing a competitive level of return. The Fund invests in high quality short term fixed income and variable rate securities listed or traded on one or more recognised Exchanges, across a range of financial institutions, sovereign and corporate issuers.	0.196%

Further details on all these funds can be found at: https://digital.feprecisionplus.com/corppen?&category=3brw67