

## BCF Pension Trust - Payment Schedule – Auto-Enrolment Minimum

This Payment Schedule has been prepared in accordance with section 87 of the Pension Act 1995. The Trustees may review the schedule from time to time in consultation with the Employer.

The Employer agrees for contributions to be paid to the BCF Pension Trust (“Scheme”) on the following basis:

<b>Due dates of contributions</b>	Contributions data should be submitted via the Employer Portal by the 5 <sup>th</sup> of the month following deduction from pay to ensure they are paid to the Scheme by the 22 <sup>nd</sup> of that month.			
<b>Payment of contributions</b>	All contribution payments that fall due to the Scheme will be collected by the Scheme administrator by direct debit instruction.			
<b>Pensionable salary</b>	Qualifying earnings i.e. gross earnings between the Lower and Upper Earnings Thresholds (as updated each tax year)			
<b>Contribution rates</b>	Subject to overriding legislation, the minimum contribution rates payable to the Scheme are as below:			
	<b>Period</b>	<b>Employer minimum</b>	<b>Total minimum</b>	<b>Employee</b>
	From 06/04/2019	3%	8%	balance
<b>Qualifying contributions</b>	<p>For an employee to be a member of a qualifying scheme as required by Employer’s auto-enrolment duties, the above minimum requirements must be met.</p> <p>There is no employee minimum but they must contribute the difference if the Employer’s contribution is less than the total minimum. The employee contributions above indicate the requirement when the Employer contributes at the minimum rate.</p> <p>Where these requirements are not met, the Employer may have, and is responsible for, any re-enrolment duty, immediately if caused by the Employer, or every 3 years if requested by the employee.</p>			
<b>Additional contributions</b>	The above are the minimum requirements. Both the Employer and it’s employees can pay more than the stated minimums.			

### Terms of the Payment Schedule

The Employer should ensure both they and any party that has delegated payroll responsibility are familiar with the terms of this Schedule. The Trustees have a duty to monitor contributions due to the scheme against the Payment Schedule and report any Employer with materially late or incorrect contributions to the Pensions Regulator.

Compliance with this Payment Schedule is required for ongoing participation in the Scheme and forms part of the terms and conditions.

### Declaration

In signing this agreement we confirm:

We agree to comply with the provisions of the Scheme’s trust deed and rules, as amended from time to time, and to enter into such further deeds or agreements with the Scheme Trustees as they may require.

We have read, understood and agree the terms of the Payment Schedule.

To be signed by an authorised signatory or a person expressly authorised by the Employer to sign this agreement, which includes the Payment Schedule, on their behalf by:

<b>Full name:</b>			
<b>Company:</b>		<b>Capacity:</b>	
<b>Signature:</b>		<b>Date:</b>	