



JONATHAN LEE RECRUITMENT STAKEHOLDER PENSION PLAN – ANNOUNCEMENT REGARDING PROVIDER

A decision has been taken to select AXA Sun Life as the pension provider who will be handling the investment and administration functions of the Jonathan Lee Recruitment Stakeholder Pension Plan.

In accordance with the requirements of the relevant legislation, Jonathan Lee Recruitment has consulted with the employees who will be eligible to join the Plan regarding the choice of AXA Sun Life as the pension provider. We have considered carefully the views expressed by employees and have decided to proceed with AXA Sun Life as the provider of Jonathan Lee Recruitment's Stakeholder Pension Plan.

How do I contribute to the Stakeholder Plan?

If you are eligible and decide that you would like to join the Plan, the most convenient method for you to pay contributions to AXA Sun Life will be by individual direct debit. The benefits of paying this way are:

- **Privacy** – it does not involve the Company in your financial affairs.
- **Ease of administration** – if you leave Jonathan Lee Recruitment and wish to continue contributing to your Stakeholder plan, paying by direct debit will allow you to do so with very little inconvenience to yourself.
- **Changing contributions** – if you decide to contribute to the Plan by direct debit then you can change your level of contributions whenever you wish and also not have to tell Jonathan Lee Recruitment.

As an alternative, you can ask the Company to deduct your contributions direct from your pay. In this case, you will only be allowed to change your contributions every 6 months. You should contact Welfare Department on 0800 389 5411 to inform them if you wish to contribute this way.

How do I get more information?

If you would like to join the Jonathan Lee Recruitment Stakeholder Pension Plan, or would simply like more information, full details are contained in AXA Sun Life's Stakeholder Information Pack, which is available by contacting the AXA Communication Centre by one of the following methods:

- Telephone: 0845 300 3171 (open Monday to Friday 8am – 8pm)
- E-mail: acc@axa-sunlife.co.uk
- Post: AXA Communications Centre, PO Box 1810, Bristol. BS99 5SN

When communicating with AXA Sun Life, you should always indicate that you are an employee of the Jonathan Lee Recruitment Group and will also be required to state our **Scheme No 9000006477**.

The Stakeholder Information Pack contains, amongst other information, details on the funds available under the Plan, a key features document, a copy of the FSA decision tree guide (this is designed help you make sense of your own pension options without the need for specific financial advice), an application form and a direct debit mandate.

AXA Sun Life can provide you with further guidance on how to complete the relevant forms but they are not able to give you individual advice. If you feel that you need advice relating to any matters surrounding stakeholder then you should consult an Independent Financial Adviser. You can obtain details of a local Independent Financial Adviser by ringing IFA Promotion on **0117 971 1177**.