

Ascend Airways Pension & Investment Plan

A new way to invest for the future



Welcome to the Ascend Airways Pension & Investment Plan

We're delighted to offer you a simple and flexible way to invest for the future.

Your new workplace pension is a SIPP (that's a Self-Invested Personal Pension). It's a modern way to look after your retirement savings that lets you choose where to invest.

Our new pension provider, Hargreaves Lansdown (HL), gives you tools and guidance to help you make smarter investment decisions. You have plenty to choose from, but lots of support as well.

Use this guide to find out how the Plan works.

While reading this guide please keep the following in mind

HL has written this guide to give you useful information about your workplace pension, but it's not personal advice. If you're not sure, please ask for advice.

You can usually take money from your pension from age 55 (rising to 57 in 2028). Tax rules can change and the benefits you get depend on your circumstances. Remember that all investments, including the default fund, will go up and down in value, so you could get back less than you put in.

1223



Welcome to the Ascend Airways Pension & Investment Plan

Remember that all investments, including the default fund, will go up and down in value, so you could get back less than you put in.

Self-Invested Personal Pension (SIPP)

The core of the Plan is your Self-Invested Personal Pension (SIPP).

The money paid in is invested to give it a chance to grow. If you don't do anything, it'll automatically go into the Plan's default fund.

But you can choose your own investments instead. There's plenty of choice and guides to help you get started.

The money in your pension is locked away for your retirement. You can access it from age 55 (57 from 2028) but normally not before.

[Visit the SIPP section of the website](#) >

Stocks and Shares ISA

You can open an Individual Savings Account (ISA) alongside your pension to shelter even more money from tax.

The Stocks and Shares ISA is a tax-efficient investment account. You can currently add up to £20,000 each tax year, and there's no capital gains or further UK income tax to pay on your investments. Remember that tax rules can change and any benefits will depend on your circumstances.

You can take money out whenever you need to. So you can invest for other goals, such as travelling, a car or a house purchase. But remember it's usually best to invest for the long term (5+ years).

[Visit the Stocks and Shares ISA section of the website](#) >

Lifetime ISA

If you're aged 18-39, you could open a Lifetime ISA to help save for your first home or later life. It's a tax-efficient account where you'll get a 25% boost from the government when you pay in.

You can get a government bonus of up to £1,000 each year on contributions made before your 50th birthday. From 12 months after your first payment, you can use the money for your first UK home purchase (worth up to £450,000). Or you can wait until you're 60 and take money out after that.

Any other withdrawals will usually be subject to a 25% charge, so you could get back less than you put in.

You can invest up to £4,000 each tax year into a Lifetime ISA. This'll also count towards your £20,000 ISA allowance.

[Discover the Lifetime ISA](#) >

Fund and Share account

You can open a low-cost dealing account alongside your pension. It's easy to manage; and you can add as much cash as you want and choose from a wide range of investments. Unlike a pension, you can access your money whenever you like. Although ideally, investments should be held with a long-term view (at least 5 years).

This account might be a useful option to consider if you've already used your ISA allowance. But remember, investments in this account may be liable for tax.

[Visit the Fund and Share account section of the website](#) >

How much should you pay in?

Your retirement could last 20 years or more. That's a long time, so you need to make sure you have enough money to live on.

How much will go into my pension?

You contribute 3.5% of your basic pay to your pension each month and Ascend Airways will pay in 4.5% too.

You can also try the online [Pension Calculator](#) to get an idea of what your pension might be worth when you retire – and how much it might pay you each year. Employer payments and tax relief will help you along your way. And the earlier you pay in, the longer your money has to grow.

Your option to use Salary Sacrifice

You have the option of making pension contributions using Salary Sacrifice, a popular and tax-efficient way of saving money for your future.

Salary Sacrifice involves exchanging a portion of your salary for a pension contribution, meaning your pension deductions will come from your gross pay (before tax and National Insurance) rather than your net pay (after tax and National Insurance).

Salary Sacrifice offers two key benefits:

- No employee National Insurance is payable on your contributions. This means your contributions can cost you less without reducing the amount paid into the Plan.
- No income tax is payable on your contributions. This means you immediately save income tax up to the highest rate you pay, subject to HMRC limits, so there's no need to reclaim any further tax relief.

If you want use Salary Sacrifice, you'll need to contact payroll by payroll cut-off.

You can find lots more information on how it all works by reading the [Salary Sacrifice Factsheet](#).

If you don't choose to use Salary Sacrifice, contributions will be taken from your net salary (after income tax and National Insurance is deducted) and sent to HL. Basic-rate tax relief is then automatically reclaimed within the pension. If you pay a higher rate of tax, you'd need to claim back any further tax relief from HMRC yourself.

How much can I contribute?

The Annual Allowance is the total amount that can be contributed across all your pensions each tax year without incurring a tax charge. This limit is £60,000 for most people in the 2023/24 tax year.

If you've contributed less than the Annual Allowance in any of the last three tax years, you may have unused Annual Allowances to 'Carry Forward' into the current tax year.

[For more details, please read the Annual Allowance Factsheet >](#)

Higher earners may have their Annual Allowance restricted even further. If your income is over £200,000 a year, you may be affected by the Tapered Annual Allowance. If affected, your Annual Allowance could be reduced to as little as £10,000 per tax year.

[For more details, please read the Tapered Annual Allowance Factsheet >](#)

The Lifetime Allowance is the total value of pension benefits that can be built up in your lifetime without paying a tax charge.

The Lifetime Allowance tax charge was removed the 2023/24 tax year. There are plans to abolish this allowance altogether from 6 April 2024, meaning no lifetime limit will apply. But please remember, tax rules can change and benefits depend on your personal circumstances.

[For more details, please read the Lifetime Allowance Factsheet >](#)



What about existing workplace pensions?

If you were a member of our previous workplace pension, you can choose to transfer it from the current provider to your new HL pension.

It's up to you, but keeping everything in one place could make it easier to keep an eye on your pension. And, if you have other workplace or private pensions, you may be able to transfer these too.

Why transfer your other pensions?

- ✓ Reduces your paperwork
- ✓ Makes your pensions easier for you to manage
- ✓ See all your pensions on one statement

How to transfer other pensions

1. Before deciding whether to transfer any other previous pensions, make sure you check you won't lose any valuable guarantees or benefits, or incur excessive exit charges.

If you're unsure whether transferring is right for you, seek personal financial advice, or HL can provide this for a charge. Unless otherwise arranged, pensions will be transferred as cash, so you'll be out of the market for a period.

2. Read the [Terms and Conditions](#) and [Key Features](#) (including the Transfer Checklist, Common Transfer Declaration and Important Investment Notes).
3. Transfer your pension [online](#). OR alternatively, you can print off and complete the [Pension Transfer Form](#). Return this by post to:
Freepost HARGREAVES LANSDOWN.



Where can I invest?

Unless you choose otherwise, the money that's paid into your pension is automatically invested in the Plan's default fund, the **HL Growth Fund**. It's important to decide if it's right for you, so please check the information in your welcome pack or follow the link below to find out more.

[Click here to discover your default fund >](#)

Remember, all investments, including the default fund, can go down as well as up in value, so you could get back less than you put in. These investment ideas are here to help you make your own investment decisions. They're not personal advice. Ask for advice if you're not sure if an investment's right for you.

"I'd like some suggestions"

ABC Funds

To help you get started, the HL research team has selected three fund ideas.

Adventurous fund

Aims for better returns by investing in higher-risk areas

Balanced fund

A medium-risk fund which holds a broad range of investments

Conservative fund

Aims for modest returns with reduced risk, though can still fall in value

[Discover the ABC funds >](#)

You can take them as they are or mix and match.
It's up to you.

HL Wealth Shortlist

The Wealth Shortlist features funds selected by our analysts for their long-term performance potential. The Shortlist is designed to help investors build and maintain diversified portfolios. To use it, you should be comfortable deciding if a fund fits your investment goals and your attitude to risk. If you aren't, we offer ready-made solutions which are aligned to broad investment objectives, or you can ask us for financial advice to get a personal recommendation.

[Take a look at HL's Wealth Shortlist >](#)

For those who are more confident with investing, you also have the option of doing your own research and choosing investments from the full range of those available.

Remember that the value of investments can fall as well as rise, so you could get back less than you put in.

What happens next?

Joining the Plan

If you're a member of our existing pension scheme, you'll be automatically joined to the new plan.

Choosing your investments

Pension contributions will be invested in the default fund. But if you want to choose your own investments, you can do so online or over the phone.

Before going ahead, please make sure you've read the Key Investor Information of your chosen investment.

Online:

You'll be sent your client number and PIN in the post. Follow the instructions on the letter to sign up for online access to your pension.

By phone:

Contact the Pensions Helpdesk on 0117 314 1795.

Help and support

Visit our workplace pension website:

www.hl.co.uk/workplace/ascendairways

You'll discover everything you need to know about your pension, plus interactive guides and tools to help you:

- ✓ See what you could get at retirement
- ✓ Get started with investing
- ✓ Make more of your money

To view your pension online, remember you'll need to register. You can also keep an eye on your pension on the go using [HL's free app](#).

For extra help and support, you can contact Hargreaves Lansdown six days a week. There are no automated messages or menu options. You'll speak to a real person, who knows what they're talking about.

Phone: 0117 314 1795

Email: invest@hl.co.uk

Post: Freepost HARGREAVES LANSDOWN

Helpdesk opening hours:

Monday to Friday: 8am - 5pm

Saturday: 9:30am - 12:30pm