

Your transfer toolkit

Let us do the work

Your transfer toolkit

Providing a great workplace pension scheme costs time and money. So to make sure you're getting a great return on your investment, we'll show how our toolkit can streamline the process for your employees when they're transferring their existing pension savings to us.

Inside we've pulled together information to guide you through what's going to happen. There's lots of materials you can use with your workforce to help spread the word their pension provider is changing and what they need to do if they want to transfer their existing pension savings. These materials are readily available for you to download and share with your workforce before the offer period ends. To access these, click on the thumbnails throughout the toolkit.

¹ Mintago, "Attitudes Toward Workplace Pensions 2022 UK Research", 2022.

² Royal London, "The Future of Auto Enrolment: Building on 10 years of success", 2022

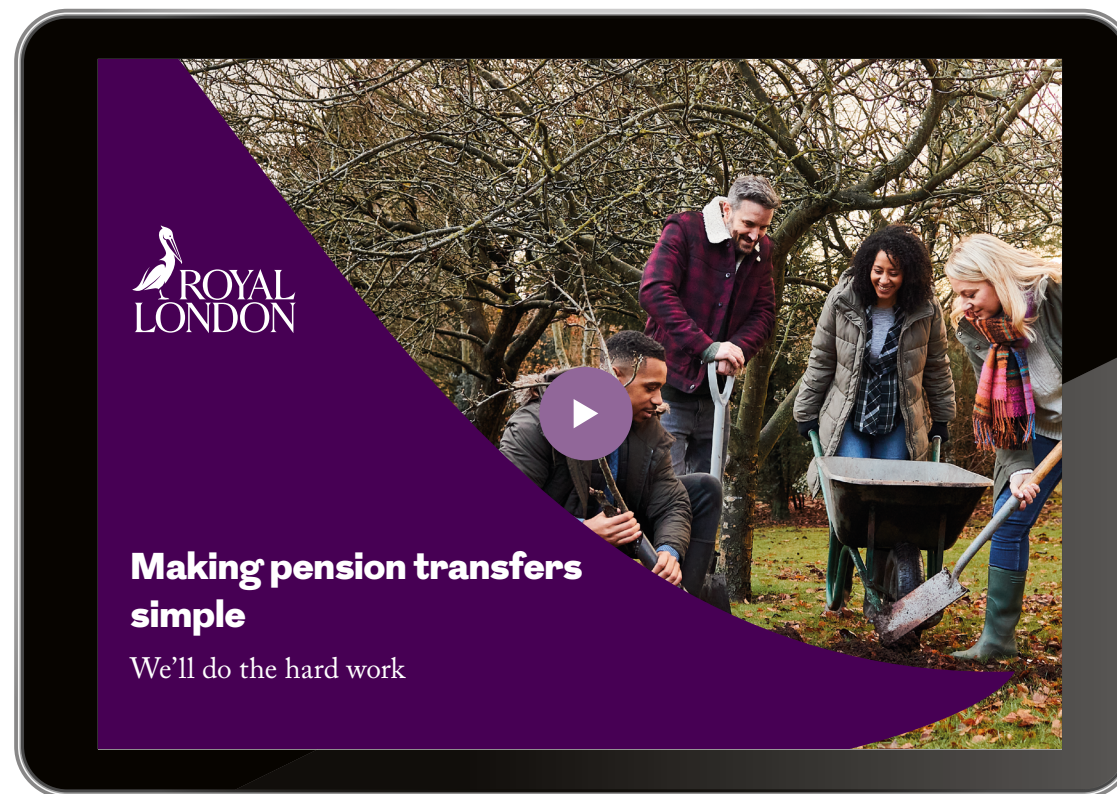
48%

of employers currently don't speak to their workforce about their pension scheme. We want to make sure you have the support and resources to drive engagement within your scheme and get things off to a great start.

Employers play an integral part in the financial planning of their workforce. You were ranked third (23%) after family and friends (35%) and advisers (28%) as the greatest sources.²

How we'll support you

Our animation will give you an overview of how the Royal London led transfer process works and the support that's available to you as an employer.

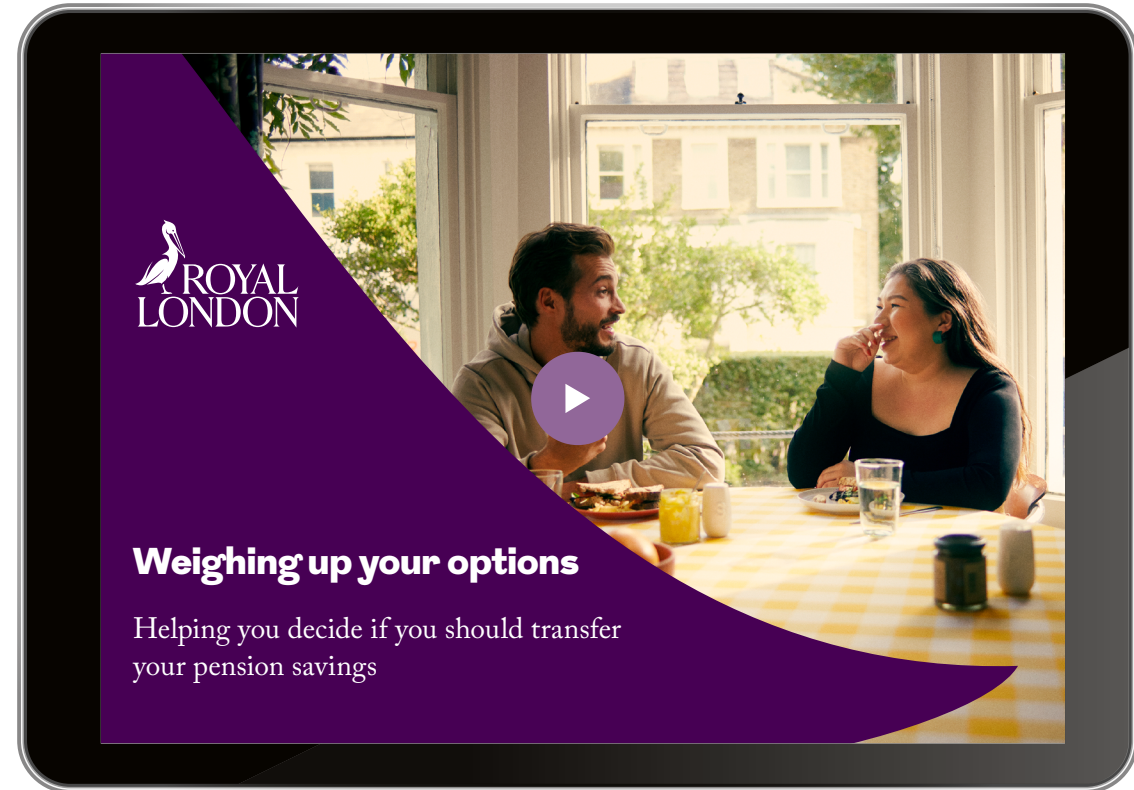


Supporting your employees

Animation

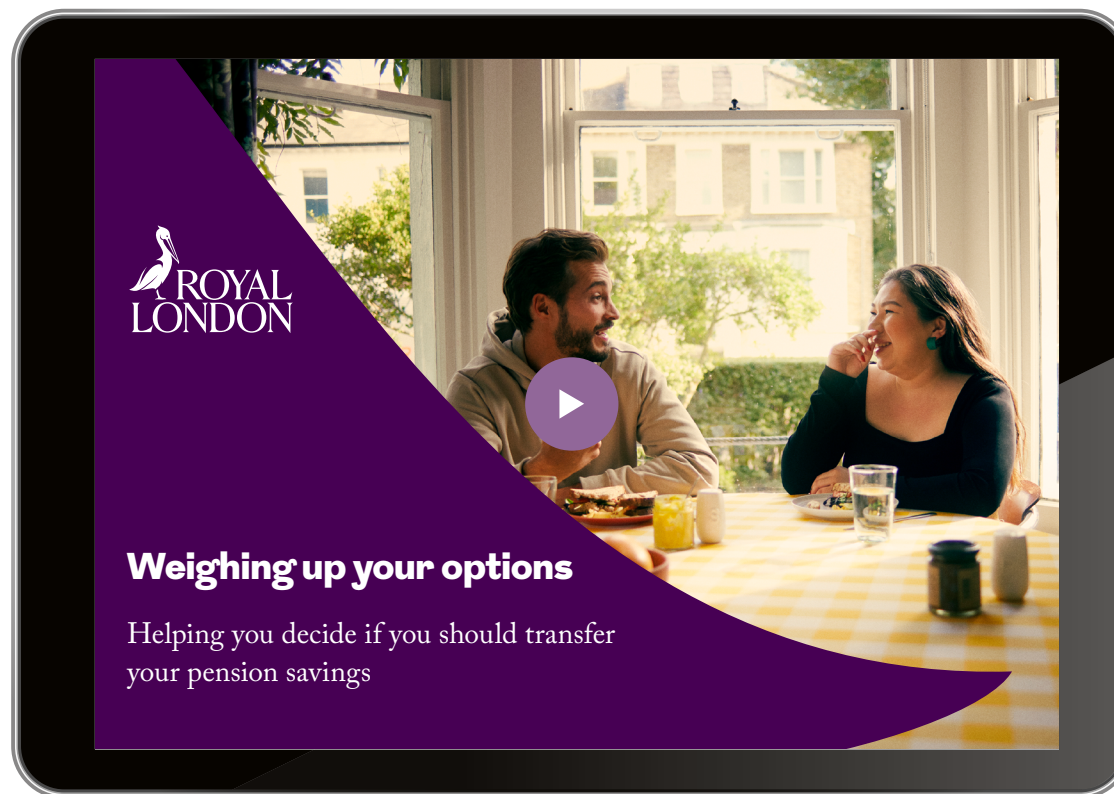
When you decide to change your pension provider, some employees think their pension savings automatically move across - they don't realise they need to confirm with the new provider if they decide to transfer. And as everyone's circumstances are different it's important they take time to understand the risks and benefits associated with a pension transfer.

Share our animation to help them understand how they can transfer their existing pension savings and what they need to do to make sure it's the right choice for them.



Educational video

Our educational video is designed to help members decide if transferring to Royal London is right for them. We've included a list of features and benefits they can use to check against the plan they're considering transferring. This should help members take comfort in their decision, knowing that whatever they decide, it's right for them.





Email template

You can use this email template at the beginning of the transfer process to raise awareness of the pension transfer with your employees.

It gives them a better idea of what's going to happen to their existing pension savings and the options they have.

[This wording has been approved for use by Royal London in its current format. You can remove the wording in red and choose between the Net contribution and Salary exchange links below. Once you're happy with the content you can copy and paste the wording into an email or create an article on your intranet. You can right-click the banner image and choose 'Save as picture...' to download it as a standalone image.]

 ROYAL LONDON



Dear **[insert name of employee]**,

To help you save for the future, we've set up a workplace pension scheme with Royal London.

Your existing pension savings with **[insert name of previous provider]** won't automatically transfer to your new plan with Royal London. They'll be in touch to tell you more about the option to transfer and they'll confirm when the transfer window will close.

Transferring might not be right for everyone, so it's important to understand the risks and benefits associated with transferring your existing pension savings.

Look out for your transfer pack **[in the post / by email] explaining more about transferring your pension savings and the things you need to think about**

Pension transfers can be complicated. So if you're not sure whether transferring your pension savings is right for you, you should speak to a financial adviser. If you don't already have an adviser [you can find one here](#).

Advisers may charge for their services – but they should agree any fees with you up front.

Next steps?

When the transfer window opens, Royal London will let you know.

And they'll provide lots of useful information to help you make a decision – like an educational video, a handy checklist and a 'how to' animation.

They'll make the process as easy as possible for you.

Mobile app


The quickest and easiest way for employees to confirm they want to go ahead with the transfer is via our mobile app.

If they've not already downloaded our mobile app, here's a suite of materials you can use to encourage them to download it and check in with their pension savings whenever they like.

Email template

ROYAL LONDON

See your pension's potential with the Royal London mobile app



royalondon.com/app

Dear [insert name of employee],

You can keep an eye on your pension savings whenever you like with the Royal London mobile app.

Using the app you'll be able to see:

- what your pension savings are worth now.
- all your contributions, including contributions from your employer and tax relief.
- how your savings are performing, any charges you've paid and any ProfitShare Royal London may have awarded.
- what your pension savings could be worth in the future.
- your investment details including a fund breakdown.
- helpful financial wellbeing guides and brush up on your financial knowledge with topical articles.
- and add any beneficiaries to your plan.

[Watch this short animation](#) to find out more about the app.

Do you have pensions with other providers?

You can use the Royal London app to kick start the process of transferring other pension savings into your Royal London plan.

Transfer payments from one pension plan to another don't receive tax relief. Transferring may not be in your best interests as you

Leaflet



Poster

See your pensions potential with **Royal London's mobile app**

- See your pension savings in a few taps
- Easily view your employer's contributions
- Get important updates like if we award ProfitShare
- View your investment details including a fund breakdown

Download Royal London's app

Available on the App Store | Get it on Google Play

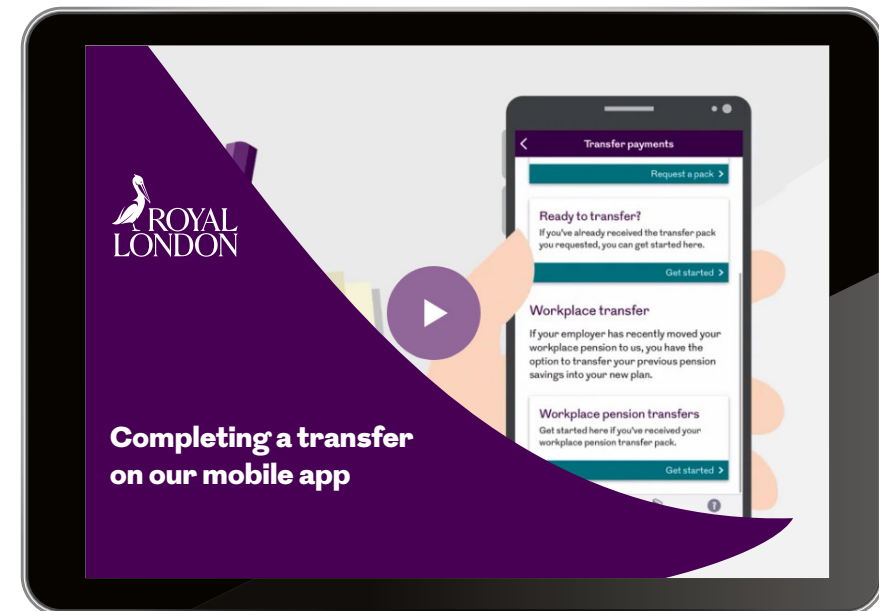
royalondon.com/mobileapp



ROYAL LONDON

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Demo video



Digital content

To help you raise awareness of the pension transfer amongst your employees we've created some items to help.

You can use these banners on your workplace hub or as part of your email signature. To access them, right click on the banner image you want and choose 'Save as picture...' to download it as a standalone image.

Banner

Coming soon...

The option to transfer your existing pension savings into your new plan with Royal London. They'll be in touch with more information on the risks and benefits when the transfer window opens. Look out for your pack to help you decide if a transfer could be right for you.



Did you know?

You may have the option to transfer your existing pension savings into your new plan with Royal London. They'll be in touch with more information on the risks and benefits when the transfer window opens.



Poster

We appreciate that all workplaces are different, so if you're in an office or building where your employees will see posters - here's some you can download and print.

Poster



Weighing up your options

Helping you decide if you should transfer your pension savings

You may have the option to transfer your pension savings from your existing pension provider to Royal London.

You'll receive a transfer pack explaining the risks and benefits to help you decide if this could be right for you. **Look out for your pack in the post or by email.**

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Employee engagement toolkit

In addition to this Transfer toolkit, we've also got an [Employee engagement toolkit](#) which contains off the shelf content and materials you can use to communicate with your employees on a regular basis. We're not aiming to overwhelm people with information – just helping you provide reminders, prompts and friendly nudges at the right time, through the channels that suit you.

We provide a range of online and offline resources covering a variety of topics to help your employees be more informed when it comes to keeping track of their pension. As well as our online pensions hub and planning tools, our mobile app is an easy way for employees to get information and explore the options available.

Contact us

If you have any questions or need further help with the toolkit, please email member.communications@royallondon.com

If you have any questions about your scheme transfer, please email DOTV@royallondon.com



Royal London
royallondon.com

We're happy to provide your documents in a different format, such as Braille, large print or audio, just ask us when you get in touch.

All of our printed products are produced on stock which is from FSC® certified forests.

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