

Cancelling your AE Plan membership



Please complete this form if you'd like to cancel your membership of the ITV Auto-Enrolment Plan (the AE Plan) but are still employed by ITV. If you are still in the opt-out window and wish to opt out of the AE Plan, please do NOT complete this form and complete the Opt out form instead.

How to complete this form

Online

You can save this form to your computer, fill it in online and then email it to us at itvpensions@xpsgroup.com.

Paper

You can print out a paper copy, complete it and then email a scanned (or photographed) copy to us at itvpensions@xpsgroup.com or post a copy to *ITV DC Plan, XPS Administration, Albion, Fishponds Road, Wokingham, Berkshire RG41 2QE*

About you

Title:	<input type="text"/>	
Surname:	<input type="text"/>	
First name(s):	<input type="text"/>	
NI number:	<input type="text"/>	
Your AE Plan reference number	<input type="text"/>	<i>(you'll find this on the email we sent you when you were opted in to the AE Plan)</i>
Date of birth:	<input type="text"/>	<i>Insert the date in the format DD/MM/YYYY</i>

Your decision

If you cancel your membership of the AE Plan, you'll be giving up valuable benefits. Please read the following statements carefully to ensure you understand what you're giving up.

I wish to cancel my membership of the AE Plan and understand that:

- My AE Plan contributions will stop and I'll pay income tax on this part of my pay.
- Any AE Plan contributions my employer makes to the AE Plan will stop.
- If I don't rejoin the AE Plan, my employer will normally re-enrol me in the AE Plan (or another suitable pension arrangement) in about 3 years' time.
- My employer won't make any contribution to any other pension arrangement on my behalf.
- My life assurance will be unaffected even if I've cancelled my membership of the AE Plan.
- My AE Plan membership will end on the first day of the month after ITV Pensions receives this form.

Your confirmation

I authorise ITV to cancel my membership of the ITV Auto-Enrolment Plan and understand the benefits I'm giving up by cancelling my membership.

I understand that the Trustees hold personal data which I've provided to them. They need this to be able to administer my benefit under the AE Plan. The Trustees, who are the data controller for data protection purposes, are required to look after my personal data in line with legal requirements. This means the Trustees are responsible for deciding what personal information needs to be processed and the way in which that information is processed. In processing my personal data, the Trustees may need to pass personal information about me, my dependants and other members and beneficiaries, to the AE Plan's administrators, auditors, legal advisers, insurers, the ITV group of companies and such third parties as may be necessary for the purposes of administering the AE Plan.

Where to find out more

Full details of the personal data the Trustees hold, how they use that information and who they share it with are set out in the Trustees' privacy notice, which is on the AE Plan website at www.itvAEplan.com/documents.

The privacy notice also sets out your rights about the personal data held about you by the Trustees and who to contact if you want to exercise those rights, make a complaint or generally have any questions.

The privacy notice is updated from time to time in accordance with future developments in data protection legislation and scheme practice and you can see the current version in the Documents section of the AE Plan website at www.itvAEplan.com/documents. Alternatively, if you'd prefer to receive a hard copy of the privacy notice, please contact ITV Pensions on 01772 884 488 or email enquiries@itvpensions.com.

You're responsible for keeping the Trustees up-to-date with your personal information, including your marital status, contact and, where necessary, bank details. Without this information, there may be delays in paying benefits to you or your dependants.

Signed*

Date

** If you're completing this form online, please fill in your full name here.*

For office use only (to be completed by XPS Administration)

I confirm that all of the details on the reverse have been checked and verified.

Signed

Date

Name

**Contact
number**