



Opt-out form

Please complete this form if you want to opt out of saving for a pension through the BP Retailing Pension & Life Assurance Scheme. You must complete all the parts of this form. We can only process the form when it is fully completed.

Send your completed form to BP UK pensions and benefits at the address over the page. BP pensions and benefits is acting on behalf of your employer.

If you are happy to become a member of the BP Retailing Pension & Life Assurance Scheme, you do not need to complete this form.

If this form is not returned within one month of your membership start date, you will automatically become a member of the BP Retailing Pension & Life Assurance Scheme. If this happens, any contributions made to the Scheme cannot be refunded under the new regulations. Although it may still be possible to leave the Scheme, this will be under the terms of the Scheme as set out in the member's guide.

Your full name			
Your employer's name			
National Insurance number (if you do not provide your date of birth)		Date of birth (if you do not provide your National Insurance number)	
Payroll number (optional)		Date joined company (optional)	

In submitting this form, I understand that:

- I wish to opt out of this specific pension saving scheme.
- I have opted out of the automatic enrolment of the BP Retailing Pension & Life Assurance Scheme.
- I will lose the right to pension contributions from my employer.
- If I opt out, I may have a lower income when I retire.
- I will be automatically enrolled back into a pension saving scheme at a later date*.

**This usually happens every three years. We will contact you when this happens, and you can opt out if it's still not right for you to join then.*

I confirm that I wish to opt out of the BP Retailing Pension & Life Assurance Scheme. Please tick box

Signature		Date	
Contact number		Email address	

Please send your signed and completed form to:

BP UK Pensions and Benefits
Chertsey Road
Sunbury on Thames
Middlesex
TW16 7LN

Your data

Our privacy notice sets out how the trustee holds personal data and your rights to the personal data held about you. The notice also tells you who to contact if you want to use those rights, make a complaint or have any questions. You can find a full version of our privacy notice on PensionLine at pensionline.bp.com/TrusteePrivacyNotice, or you can request a hard copy by contacting the UK pensions and benefits team directly.

What you need to know

- Your employer cannot ask you, or force you, to opt out.
- If you are asked, or forced, to opt out, you can tell the Pensions Regulator – see thepensionsregulator.gov.uk for more details on how to do this.
- If you change your mind, you may be able to opt back in - write to your employer if you want to do this.
- If you stay opted out, your employer will normally put you back into a pension saving scheme in around three years' time.
- If you change your job, your new employer will normally put you back into a pension saving scheme straight away.
- If you have another job, your other employer might also put you into a pension saving scheme, now or in the future. Submitting this signed and completed form only opts you out of the pension saving scheme with the employer you name over the page. A separate notice must be filled out and given to any other employer you work for, if you wish to opt out of that employer's pension saving scheme as well.