



PENSION SCHEME PROPOSAL  
FOR THE MANAGEMENT AND STAFF OF

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**ITC**  
**Member Organisations**

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| INDEX   | PAGE |
|---|------|
| 1. REQUIREMENTS                               | 3    |
| 2. FIRST ACT (HENCILLA CANWORTH LTD)          | 3    |
| 3. PROPOSAL                                   | 3    |
| 4. BENEFITS OF THE SCHEMES OR A MIRROR SCHEME | 4    |
| 5. EMPLOYER ADMINISTRATION                    | 5    |
| 7. BENEFITS TO MEMBERS                        | 5    |
| 8. CONTACT DETAILS FOR FIRST ACT              | 6    |

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## **1. REQUIREMENTS**

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To establish a Qualifying Workplace Pension Scheme that is compliant with Auto Enrolment legislation.

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## **2. FIRST ACT (HENCILLA CANWORTH LTD)**

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First Act is the appointed Insurance Intermediaries to Equity staff, its members and a growing number of production companies covering theatre, television and film.

October 1997 – Designed and continue to administer the Equity Pension Scheme (EPS) which caters for the pension provision of the members of Equity.

2000 – Appointed to the Musicians Union and re-launched their members' pension scheme on a mirror basis to the EPS.

The reputation of the schemes within the industry has led to a number of Production Companies, both live and recorded media, choosing to appoint First Act for the administrators of their staff pension schemes.

The status of the schemes combined is in excess of 8,000 members and over £75.5 million under management.

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## **3. PROPOSAL**

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The proposal is to either accommodate the requirements within the structure of the existing schemes administered by First Act or, if pricing allows, establish a scheme specifically for the your organisation, which mirrors the existing ITC schemes.

AVIVA is the chosen provider for our schemes and over the 15 years of our relationship with them, we have been able to alter and improve the terms of the schemes as dictated by changes in the pensions market and the requirements of the employers and membership.

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#### 4. BENEFITS OF THE EXISTING SCHEMES OR A MIRROR

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The current scheme basis allows access to a product that is:

- A Qualifying Workplace Pension Scheme
- Established and respected reputation
- Competitively priced
- Flexible and commutable
- Able to accommodate change as and when required
- Employer administration assistance provided
- Access to advice for the members
- Varied choice of investment funds (280+), including ethical options

Ease of joining. No application form is required. The only information needed is as follows and can be provided in CSV format

1. Name
2. Address
3. Date of Birth
4. National Insurance Number
5. e-mail address
6. Contact telephone number
7. Occupation
8. Salary

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## 5. EMPLOYER ADMINISTRATION

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Auto Enrolment support from AVIVA's in house reporting systems (if needed)

This will deal with the member welcome packs; the opt-out issues and also keep the records required by the employer for their compliance obligations. An additional cost to be agreed may be required for this service.

One monthly BACS payment to cover ALL contributions.

Support from First Act as and when needed.

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## 6. BENEFIT TO MEMBERS

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- Simple joining procedure.
- The pension is owned by the member and is in their name.
- Low charges.
- Flexible Contract (the ability to change retirement date, investment funds at any time and with no charge).
- Penalty free.
- Secure on-line access.
- Can be transferred to any other approved pension scheme if the member leaves employment.
- Can accept transfers from other pension schemes. First Act offer a review of existing
- Financial advice and full range of financial services available from First Act (mortgages, life cover, investments, etc).

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## 7. CONTACT DETAILS AT FIRST ACT

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Website - [www.firstact.co.uk](http://www.firstact.co.uk)  
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