



# PENSION UPDATE

**TOTALENERGIES UK PENSION PLAN**  
FOR ACTIVE MEMBERS OF THE DEFINED CONTRIBUTION (DC) SECTIONS

JULY 2022

## A new perspective

### **Rob White, Chairman of TotalEnergies Pension Trustee UK Limited**

We are always on the lookout for ways to improve the support we provide as you plan and save for retirement. This includes our online resources, which we have been busy developing in recent months.

For example, you will have noticed that our general information Plan website looks a bit different. It has a fresh, new layout. We have added information and resources that we hope you will find useful. There is also a link to the 'self-service' portal where you can see details about your individual Pension Account.

We want the Plan website to be your first port of call if you want information about your DC Section or Pension Account. The details you need will always be just a few clicks away. Learn more about the improvements we have made on page 3.

If you are a deferred member of one of the Plan's Defined Benefit (DB) Sections, please also read our separate Pension Update for DB Section members. This newsletter is on the Plan website.

### **In this issue**

#### **Today's five-minute task**

As you know, we stay in touch with you by email these days.

However, we know that some members have missed Plan emails because they've dropped into their Junk folder by mistake. We applaud companies' efforts to keep our in-boxes free of spam and other unwanted messages, but we don't want you to miss out on anything important.

We send our updates from this email address: **UK-pensions-comms@mailing.totalenergies.com**. Please add this address to your list of 'safe senders'. The instructions for doing this will depend on the email programme you use. (If you need to send an email to the Plan administrators, please continue to use the email address on page 6.)

## In good hands

### James Coull, Chair of the Governance, Risk and Internal Controls Committee



'I worked for Total for about 30 years in a number of operational roles, including managing a top-tier COMAH oil storage terminal, before taking on a role as Total's downstream Health and Safety Manager. Having now retired from Total, I run a small Safety and Risk consultancy working within the downstream oil industry. I decided that I would like to be a trustee as I have always greatly valued the pension that Total provided, and wanted to play a part in its ongoing management.'

A lot of members rely on the Plan for their financial wellbeing. This includes 4,187 members who have retirement savings in the DC Section, and a further 11,607 members with benefits in the DB Sections.

Looking after the Plan is a big responsibility and the Trustee Directors work hard to make sure it always operates to the highest possible standards. The Governance, Risk and Internal Controls Committee plays a central role in this work – monitoring the arrangements in place to manage the Plan and looking for ways to make improvements.

For example, we make sure Trustee Directors have the skills and support they need to carry out their duties.

There are areas of the Plan's operation that require specialised expertise, and the Trustee Directors select and appoint professional advisers to help them in these areas.

The committee ensures we have clear agreements with our advisers, setting out the support they will provide.

We make sure the Plan operates in line with the law and current best practice. This includes following the codes of practice set by the Pensions Regulator – the body that oversees UK workplace pension schemes.

We also make sure the Plan is well protected against new and evolving challenges, such as the risks posed by cyber-crime.

The committee has a broad remit and our work covers some complex areas, but the aim is straightforward – to help give you the reassurance that your benefits are in good hands.

### Protecting your personal information

The committee is also responsible for making sure the Plan takes all necessary steps to keep your personal details safe. We review the arrangements in place on a regular basis and work with our advisers to make sure we comply with all legal requirements in this area. Our Privacy Notice summarises the way the Plan obtains, stores, uses and shares your personal information. We updated the notice recently and have published the latest version on the Plan website. If you have any questions about the document or how we protect your data, please contact the Plan administrators.

## Our new-look Plan website

As you will have noticed, we have made some improvements to our Plan website.

The website has a fresh, new layout, in line with the Company's new branding.

We have added information and resources that we hope you will find useful. The website now includes general details about the DC Section and how you can build up your Pension Account. There are also documents about the Plan and the way it works.

We have also added a link to the 'self-service' portal where you can:

- see details about your Pension Account;
- check and update your Expression of Wish Forms; and
- check and update certain personal details, including the email address we use to stay in touch with you.

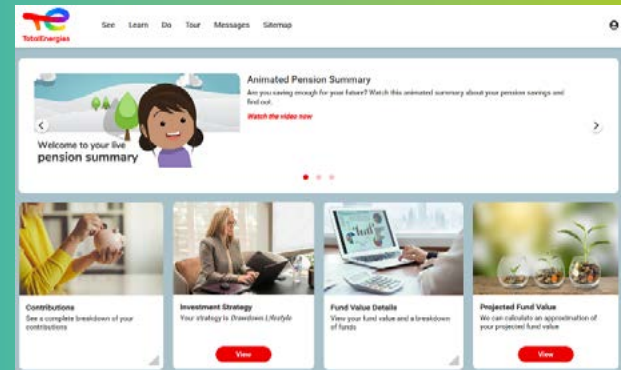
To access the portal, click the button at the top of the page called 'View my pension online'.

To help us keep your personal details secure, you will need to log in to the portal.

If you have not yet registered to use the portal, click the button on the home page called 'First time user?' and follow the on-screen instructions.

### New on the portal!

Watch your retirement planning come to life in your animated pension summary.



# Jargon buster

## **Additional voluntary contributions (AVCs)**

When it comes to building up the savings in your Pension Account, the message is straightforward – the more you and your Employer contribute, the higher the level of benefits you are likely to receive when you retire.

You can check the value of your Pension Account at any time on the self-service portal. You can also use the Retirement Modeller to see estimates of the savings you could build up by the time you retire, and examples of the benefits your Pension Account could provide.

If you decide you want to give your retirement savings a boost, you can increase the amount being credited to your Pension Account by paying AVCs.

As with the 'normal' contributions that are credited to your Pension Account, you decide how you want to invest your AVCs.

You can start, change or stop AVCs at any time, as long as you give one month's notice.

## **Next steps**

### **First, log in to the self-service portal**

From the Plan website, click the button called 'View my pension online'.

### **Check the value of your Pension Account**

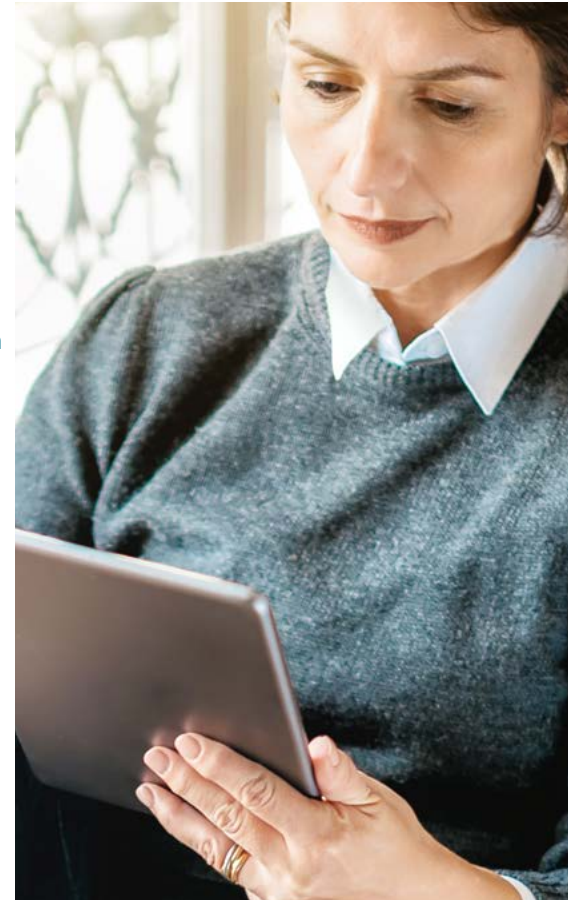
On the self-service portal home page, click on 'Fund Value Details'.

### **See examples of the benefits your Pension Account could provide**

On the self-service portal home page, access the 'Learn' dropdown menu, then click on 'Retirement Modeller'.

The Retirement Modeller compares your target annual income and the savings you could build up. You can see how the estimates change if you change variables such as your retirement age, salary, contribution rates and investment strategy.

This information aims to help you assess whether you are on course to achieve your goal or whether you might need to make changes.



## Jargon buster (continued)

### Learn more about your contribution options and decide whether AVCs might be right for you

Read the guide called 'Your contributions' or look on the self-service portal – click the 'Contributions' link on the home page.

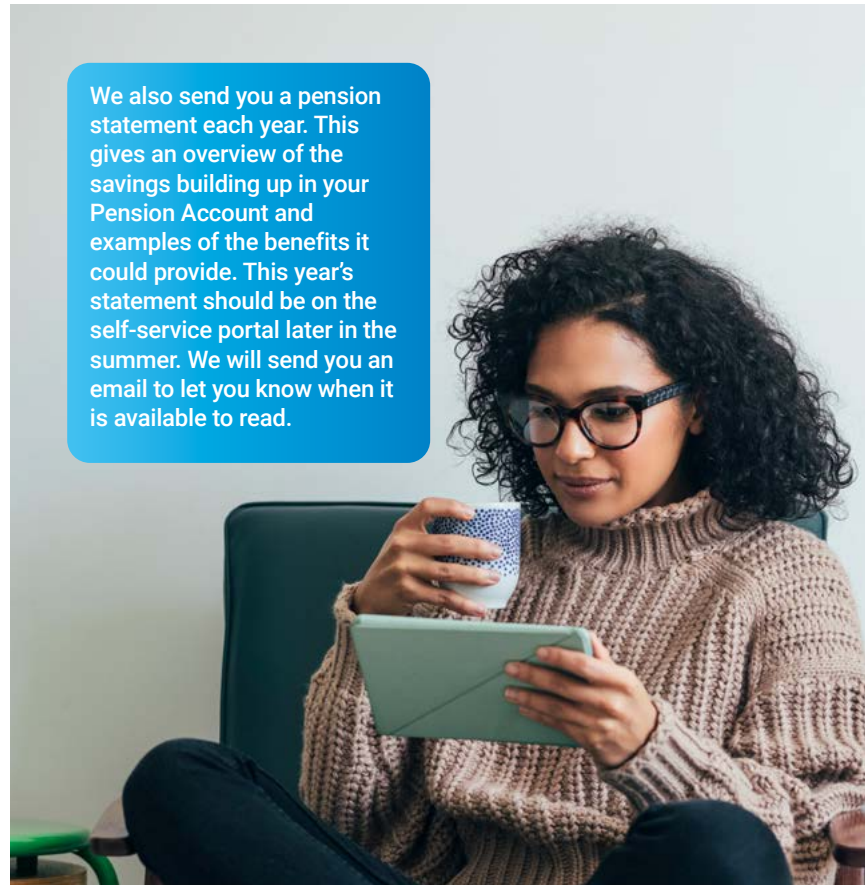
### To start paying AVCs, or to change the level of any AVCs you are already paying

Please fill in and return an AVC Application Form. You can download the form from the self-service portal and fill it in on screen.

If you already pay AVCs and want to change the way you invest them, you can give new investment instructions at any time on the self-service portal. You can make as many free switches as you need in any 12-month period.

There are two tax allowances that apply to your retirement savings. For more details, see the guide 'Your pension tax allowances – limits on tax relief'.

We also send you a pension statement each year. This gives an overview of the savings building up in your Pension Account and examples of the benefits it could provide. This year's statement should be on the self-service portal later in the summer. We will send you an email to let you know when it is available to read.



# Contact points

## For information about the Plan

The Plan website should be your first port of call if you want information about the Plan or your benefits. The website includes a link to the self-service portal where you can see details about your individual benefits.

<http://pensioninfo.totalenergies.uk>

If you cannot find the information you need online, or if you have a question about your membership or benefits, please contact the Plan administrators.

Phone: **0330 123 9570**

Email: **totalenergies@buck.com**

Or, write to: **TotalEnergies UK Pension Plan  
Buck (Bristol)  
PO Box 319  
Mitcheldean  
GL14 9BF**

## If you need advice

If you would like advice about your Plan benefits, you will need to talk to an independent financial adviser (IFA). If you do not have an IFA, the MoneyHelper website has information about how to go about finding one. Remember that you may have to pay a charge for any advice that you receive.

<https://www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser>

If you have not retired yet but are ready to start using your Pension Account to provide benefits, remember that we have appointed an IFA called WPS Advisory Limited (WPSA) to help you understand your options. If you decide to use WPSA, they will provide you with one complete round of expert, impartial advice about the different ways you could use your Pension Account and what might be best for you.

**The Trustee will arrange for you to receive this initial advice for all your benefits in the Plan at retirement – there will be no cost to you.** There is an overview of the advice process on the Plan website, on the page called 'Help and other info'. There will be more information in your retirement pack, including the details you need to get in touch with WPSA.

This newsletter does not give you any right to benefits. Your right to benefits is governed by:

- the Trust Deed and Rules (which form the legal basis of the Plan);
- any laws which apply over the Trust Deed and Rules; and
- the rules of HM Revenue & Customs.