

LEAVING

If you leave ITV or the AE Plan, you can transfer your AE Plan savings to another pension arrangement or leave them in the AE Plan to access later.

If you leave the AE Plan

If you stop working for ITV or leave the AE Plan while you're working for ITV, you'll become what's known as a deferred member. You can either:

Leave your AE savings invested in the AE Plan

- Your AE savings will continue to be invested until you're ready to access them.
- The value of your AE savings will change in line with the investment funds in which they're invested. If your AE savings are being invested in the Money markets fund automatically, they'll be switched to the Guided approach when you leave.
- You won't be able to pay any money into the AE Plan once you've left.
- We'll contact you before your chosen retirement age (or age 65 if you haven't chosen a retirement age) to explain your options.

Transfer your AE savings out of the AE Plan

- You can transfer the value of your AE savings to another registered pension scheme, such as your new employer's scheme, at any time.
- The amount transferred will be the value of your AE savings at the time the transfer is made.
- There's no charge for transferring your AE savings out of the AE Plan.

The Trustees also have the right to transfer the value of your AE savings to another registered pension scheme without your consent. There are laws in place that govern how this must be done.



Cancelling your membership of the AE Plan

Whether you're enrolled automatically in the AE Plan or opt in, you don't have to remain a member if you don't want to. You can opt out during your opt-out window (if you earn less than £6,500 a year (for the 2025/26 tax year) you won't have an opt-out window) or cancel your membership at any time.

Your savings (including any contributions that ITV has paid) cannot be refunded unless you opt out during the opt-out window (generally one month from when you're notified you've been enrolled or you opted in). Your AE savings will remain in the AE Plan

You should think carefully about deciding to opt out or cancel your membership and consider the benefits you'll be giving up. You should also take impartial financial advice.

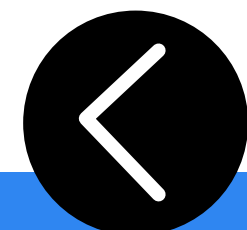
If you do opt out or cancel your membership and you continue working for ITV, you'll be reassessed again in 3 years and, if you're eligible, you'll be re-enrolled into the AE Plan.

If you have different periods of employment with ITV

If you're a member of the AE Plan on more than one occasion, for example, you have several contracts with us during your career, we'll set up a separate AE Plan record for each period of membership. You can view your AE savings by logging in to [your online account](#).

If you're absent from work

Most absences from work (during your period of employment) are relatively short and won't affect your membership of the AE Plan. However, if your earnings reduce or you're absent from work for a long period of time due to sickness, maternity, paternity, parental or adoption leave, your membership may be affected. Please contact ITV Pensions on 01772 884488 or emailing enquiries@itv-pensions.com for details of how your contributions and membership may be affected.



How to opt out or cancel your AE Plan membership

You don't have to remain a member of the AE Plan. You should think carefully before deciding to opt out or cancel your membership as you'll be giving up valuable benefits and any contributions your employer makes to the AE Plan on your behalf.

If you do decide to opt out or cancel your membership, your options depend on when you decide to no longer be a member. To opt out, you'll need your **National Insurance number** and your 7-digit **AE Plan reference number** - you'll find this in the email telling you you've been enrolled.

Opting out

You generally have one month from when you're notified you've been enrolled in the AE Plan to tell us whether you want to opt out. If you opt out during this period (your opt-out window), you'll be treated as though you were never enrolled into the AE Plan. We'll refund any contributions you've made through your salary.

To opt out online:

- Go to the [opting out section](#) of the AE Plan website and complete and submit the online form.
- We'll send you an email automatically so you know we've received your form. Check your junk/spam folder if you haven't received your email.

To opt out by phone:

- Call **0118 214 2836** from Monday to Friday between 9am and 5pm.
- Follow the telephone prompts.

Cancelling your AE Plan membership

If you want to cancel your AE Plan membership once your opt-out window has expired (generally one month after the date you were notified you'd been enrolled in the AE Plan), you'll need to ask ITV Pensions for an 'AE Plan Cancellation form'. Your AE Plan membership will end on the first day of the month after ITV Pensions receives your completed form.

We can't refund any contributions you've made if you decide to cancel your membership after the opt-out window has expired; your savings will remain in the AE Plan.

