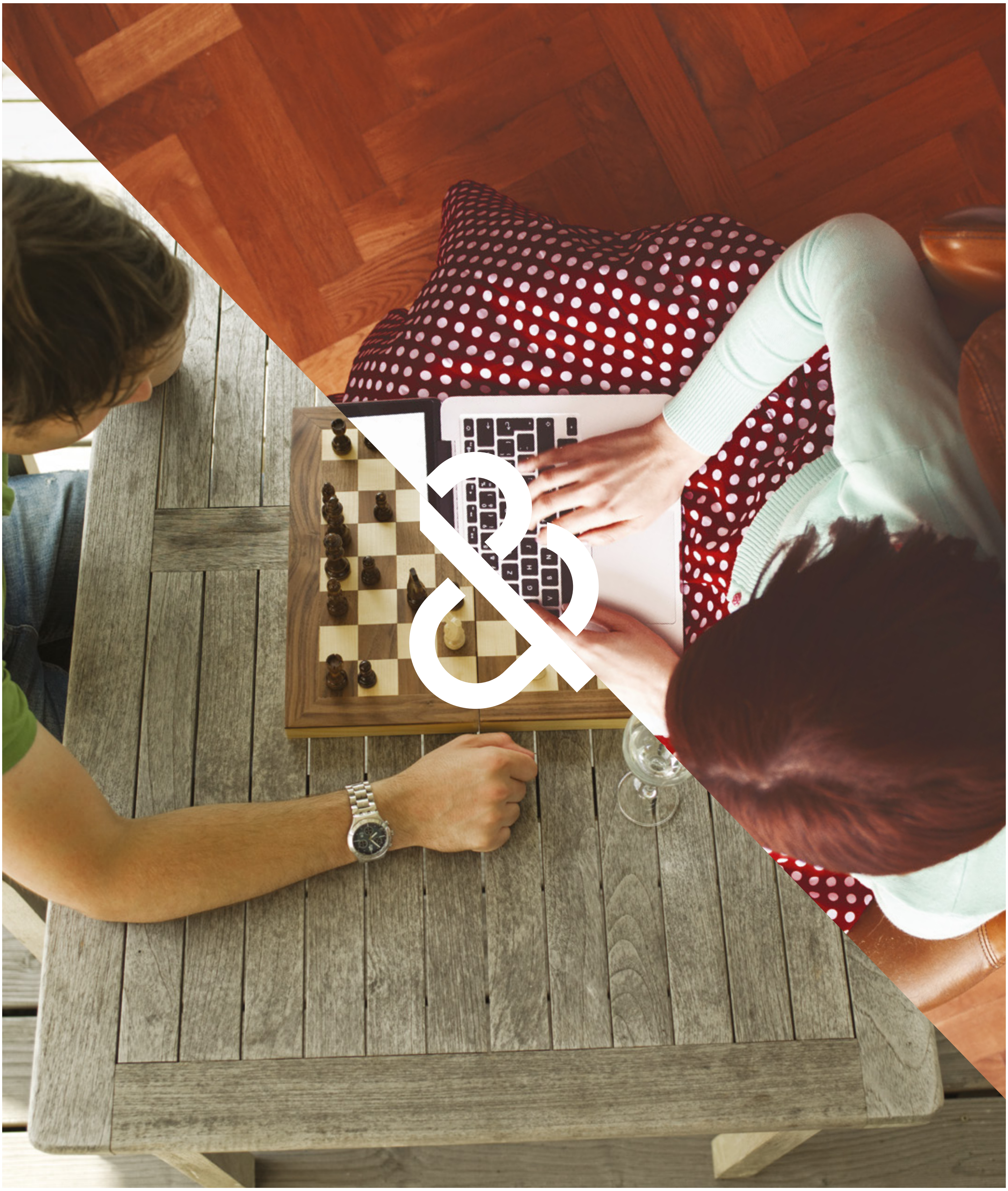


Dun & Bradstreet (UK) Pension Plan

DEFINED CONTRIBUTION (DC) SECTION

dun & bradstreet

Contents

Welcome to the Dun & Bradstreet (UK) Pension Plan

Defined Contribution (DC) section

The DC section of the Dun & Bradstreet (UK) Pension Plan (the 'Plan') provides you with a range of benefits and is designed to help you plan for your retirement, as well as providing you and your dependants with financial security.

The Plan offers you:

SIMPLICITY

You build a pension in a clear and understandable way with your own Investment Account.

CHOICE

You can choose the level of contributions you wish to make with additional Company contributions. You can enhance your benefits by making Additional Voluntary Contributions (AVCs) at any time while you are a contributing member of the Plan.

FLEXIBILITY

You can tailor your pension to meet your own personal circumstances when you retire.

SECURITY

A lifetime pension (with the option of annual pension increases) when you retire, secured through investments with reputable investment managers; plus, protection for you should you become too ill to work and for your dependants if you die.

This guide summarises the Plan and is only relevant to individuals who are currently employed by the Company. The Plan is governed by a Trust Deed and Rules. If there is an inconsistency between the Rules and this guide, then the Rules will prevail.

IN PLAIN ENGLISH

The Company – *Dun & Bradstreet Europe Ltd and other companies within the group.*

Automatic enrolment

WHAT IS AUTOMATIC ENROLMENT?

Details of the Plan follow in this booklet. However, it is important that you understand the link between the Government's automatic pension enrolment process and the Plan.

As an employee of Dun & Bradstreet within the UK, you are offered the opportunity to join the Plan as soon as you join the Company. If you complete the application form, your membership can start from your first day of employment with Dun & Bradstreet. Download the form here.

The Government's automatic enrolment legislation has been introduced to encourage more people to save for their retirement. Where employees have not voluntarily decided to join their company scheme within a defined period, the legislation requires employers to automatically enrol employees (subject to eligibility) into a qualifying pension plan.

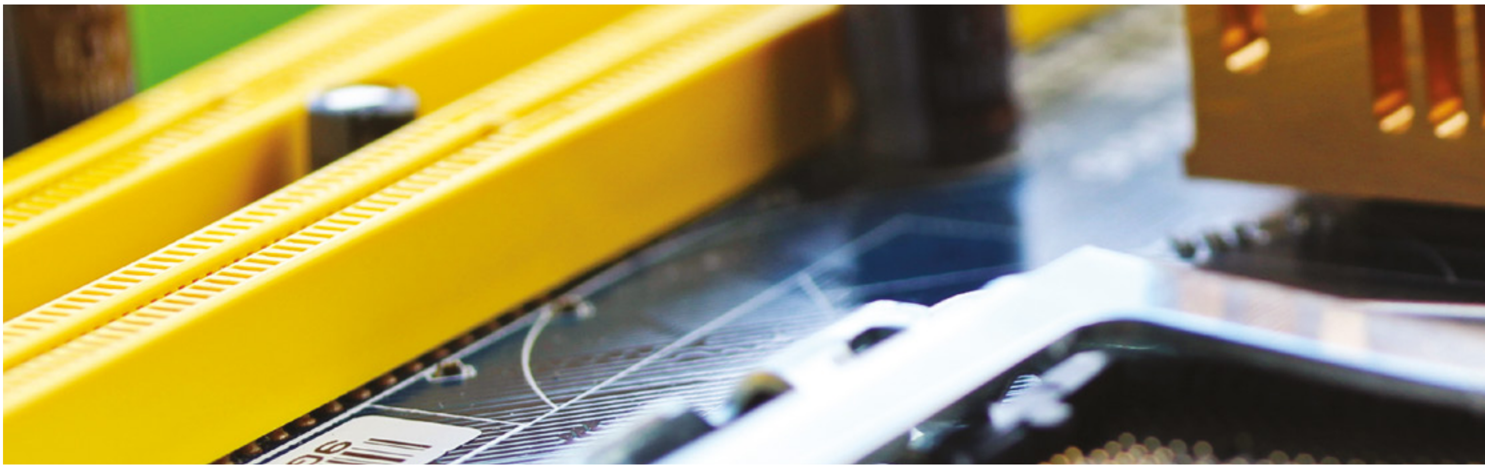
If you have not joined the Plan as soon as you commence employment, Dun & Bradstreet will automatically enroll you into the Plan, subject to a one month postponement period and subject to you being eligible under the criteria below:

- normally working in the UK under a contract of employment, and
- earn over £10,000 per year; and
- are aged 22 or over; and
- are under State Pension Age.

IS AUTOMATIC ENROLMENT INTO A DIFFERENT PENSION SCHEME FROM THE MAIN PLAN?

Automatic enrolment is into the same Plan, but it will be at the minimum employee contribution rate of 3% of Pensionable Salary, with a corresponding 5% contribution from Dun & Bradstreet (see page 8 for full details of contribution rates available in the Plan). In addition, contributions will be invested in the default fund provided by the Plan. The default fund is the Diversified Lifestyle Annuity Investment Programme and details are given on page 16 along with the other available investment choices should you wish to make a different choice at any time in the future.

A Pension Saver (salary sacrifice) arrangement exists for the Plan and if you are automatically enrolled in the Plan, you can also benefit from Pension Saver. Details of Pension Saver can be found on pages 6 and 8.



WHAT IF I DO NOT WANT TO BE IN A PENSION SCHEME AT ALL?

Once you have been automatically enrolled into the Plan, you have the right to opt out. You must do this within the opt-out period of one month and all details of how to do this will be automatically sent to you.

If you do opt out within the set period, any payments already made will be refunded to you. You will be automatically enrolled into the Plan at a later date (usually every three years) but again, you will have the right to opt out again.

WHAT IF I HAVE OPTED OUT AND THEN CHANGE MY MIND AND WISH TO JOIN THE PLAN?

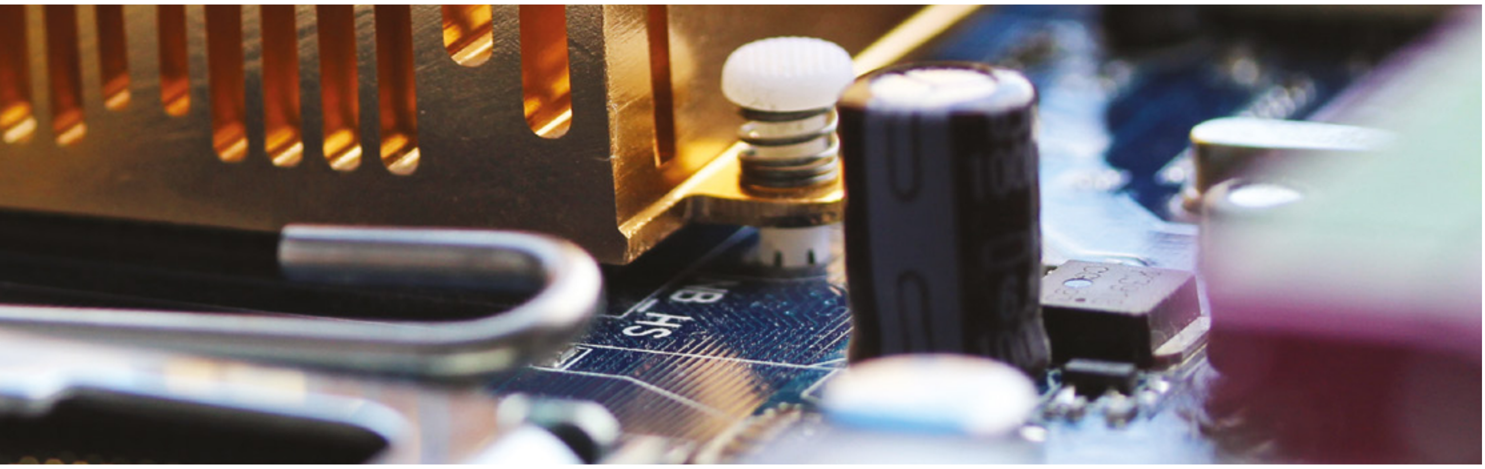
If you do change your mind, you can join the Plan at any time in the future. You can do this by finding details in this booklet and on the pension site, accessed via the Company's UK People Team intranet pages, or simply by contacting the UK People Team.

WHAT HAPPENS IF I HAVE ENROLLED INTO THE PLAN UNDER AUTOMATIC ENROLMENT BUT WISH TO MAKE CHANGES?

If you have been automatically enrolled into the Plan at the minimum contribution level and in the default fund, you may make changes at any time – to both your contribution rate and your investment choice. You can do this by finding details in this booklet and on the pension site, accessed via the Company's UK People Team intranet pages, or simply by contacting the UK People Team.

COMMUNICATIONS RELATING TO AUTOMATIC ENROLMENT REQUIREMENTS

All communications to you in relation to automatic enrolment will come via Payroll or the UK People Team.



The Plan at a glance

BUILDING UP YOUR PENSION FUND

The Plan offers you a simple and flexible way to build up retirement savings. Both you and the Company pay monthly contributions into an Investment Account.

The Plan gives you flexibility over how much to contribute towards your pension savings.

You decide how much you wish to contribute, between 3% and 5% of your Pensionable Salary. The Company pays additional contributions of between 5% and 7%. Contributions can be paid through the Pension Saver arrangement, which offers National Insurance savings.

You can amend your contribution rate at any time to suit any changes in your personal and financial circumstances.

You choose where to invest your Investment Account from a wide selection of investment funds.

When you retire, the size of your retirement savings depend on the:

- amount of your own and the Company's contributions;
- investment performance of the funds in which your own and the Company's contributions have been invested; and
- the way you choose to take your retirement savings. For example, the cost of buying a pension (annuity) at retirement.

TAKING YOUR PENSION FUND

When you retire, you will have a number of options on how you use your Investment Account. While some of the options are available within the Plan, other will require you to first transfer the value of your Investment Account to a suitable pension policy. Broadly, your options will be:

Annuity

You can use the whole of your pension savings, or the amount left over after taking up to 25% as a tax-free lump sum, to buy an annuity (or pension), at retirement. This option will provide you with a secure annual income for life. **You can access this option through the Plan by using the 'open market option'.**

Cash

You can take the whole of your pension savings as a single lump sum – 25% will be tax-free but the rest will be taxed at your marginal rate of income tax. **You can access this option through the Plan.**

Alternatively, you can opt for a series of lump sums spread over two or more years. Again, 25% of each lump sum will be tax free but the rest will be taxed at your marginal rate of income tax. **To take advantage of this option, you will first need to transfer your savings out of the Plan.**

Income Drawdown

This option allows you to take up to 25% as a tax-free lump sum (if you wish) and then to access the remainder of your savings flexibly by leaving them invested and drawing down cash as and when you need it or in regular instalments. **You will need to transfer out of the Plan to access Income Drawdown, either to Aviva's Income Drawdown policy that is available to members or to an alternative policy of your choice.**

Additional benefits

If you become a member of the Plan, you will be eligible for the following additional valuable benefits while an active member:

- Life Assurance of four times your Basic Salary
- Spouse's pension
- Children's pension
- Group Income Protection scheme for long-term absence
- Ill-health retirement pension.

If you decide to opt out of the Plan, you will still be provided with a level of life assurance at a rate of four times your Basic Salary and will remain eligible for the Group Income Protection scheme for long-term absence.

If you were previously a member of either the Old Money Purchase section, the Final Salary section or the CARE section:

If you have benefits built up in any of the above sections of the Plan, please see Appendix B that provides a summary of how these benefits are paid in addition to those from the DC section.

IN PLAIN ENGLISH

Annuity – *another word for the pension bought with your retirement savings.*

Basic Salary – *for the purposes of calculating your Life Assurance benefits, your Basic Salary is assumed to be the amount before any reduction for Pension Saver. Please note that the term 'Base Salary' is generally being used in relation to Pension Saver, but Base Salary and Basic Salary are terms which are interchangeable.*

A dependant – *can be anyone whom the Trustee considers is wholly or partially dependent on you at the time of your death. Dependants can be adults including unmarried partners with whom you live, or children.*

Pensionable Salary – *your PAYE earnings (including Basic Salary, overtime and bonuses but excluding items specified by the Company e.g. car allowance).*

A spouse – *is the person to whom you are legally married (including same sex couples under the Marriage (Same Sex Couples) Act 2013 and same sex partners registered under the Civil Partnership Act 2004).*

Membership

WHO CAN JOIN?

You are eligible to join the Plan as an employee of the Company if you are aged 16 or over.

DO I HAVE TO JOIN THE PLAN?

No, membership is voluntary. However, under automatic enrolment legislation, if you do not join the Plan when you commence employment, you will be automatically enrolled into the Plan, as detailed on page 2. Once you have been automatically enrolled, you will have the right to opt out of the Plan if you wish. However, you should think carefully about the benefits you are giving up before opting out.

If you decide to opt out of the Plan after being automatically enrolled, the Company will not make contributions towards your retirement savings and you will not be entitled to the full benefits described in the section 'Providing for your spouse, children and dependants' (see page 22). You will, however, still be provided with life assurance at a rate of four times your Basic Salary, or last year's PAYE earnings if greater, and will remain eligible for the Group Income Protection scheme for long-term absence. You will also build up benefits under the State pension scheme.

HOW DO I JOIN BEFORE BEING AUTOMATICALLY ENROLLED?

To join before being automatically enrolled into the Plan, you will need to fill in the application and nomination forms that can be found here and return them to the UK People Team. We will automatically assume that you wish to pay your contributions through Pension Saver in order to receive the NIC savings possible through the Pension Saver arrangement. If you do not wish to take advantage of these savings, then please contact the UK People Team and request a form to opt out of Pension Saver.

WHAT IF I CHANGE MY MIND ABOUT PENSION SAVER OR MY CIRCUMSTANCES CHANGE?

As a participant in Pension Saver, you will not be able to opt out of the arrangement until 1 April of each year, unless you have one of the following lifestyle events: pregnancy, redundancy, death of child/partner, redundancy of a partner, a change in working hours, promotion/demotion, a period of maternity, adoption or paternity leave. In these cases you may, with Dun & Bradstreet's consent, opt-out of Pension Saver. Opt-out forms are available from the UK People Team.

If you have previously opted out and wish to join Pension Saver, you will be able to do so either on the 1 April renewal date or on experiencing one of the above lifestyle events. Again, you should notify the UK People Team.

WHAT HAPPENS WHEN I JOIN THE PLAN?

On joining or being automatically enrolled, an individual Investment Account will be opened in your name. Your own and the Company's contributions will be paid into this account.

Contributions

HOW MUCH CAN I CONTRIBUTE?

Through Pension Saver you agree to take a reduction in your salary equal to a percentage of your Pensionable Salary each month, in the range of 3% to 5%. In return, the Company makes an additional employer contribution to your Investment Account of the same amount over and above its normal contribution. If you do not participate in Pension Saver, your contribution will be deducted each month from your pay.

Your contributions will continue until Normal Retirement Age or your date of leaving.

WILL I GET TAX RELIEF ON MY CONTRIBUTIONS?

If you pay your contributions through Pension Saver, you automatically receive tax relief on what would have been your normal employee contribution. In addition to this income tax relief, you will pay less National Insurance Contributions (NICs). By contributing through Pension Saver, the same total contribution will be paid to your Investment Account overall and your other earnings-related benefits will not be affected e.g. the lump sum paid in the event that you die while a contributing member of the Plan (page 24).

If you decide not to pay your contributions using Pension Saver, you still receive the same level of tax relief as your contribution is deducted from your gross pay before tax is calculated. However, you will not receive the NIC savings.

IN PLAIN ENGLISH

Normal Retirement Age – *your Normal Retirement Age is 65.*

HOW MUCH DOES THE COMPANY CONTRIBUTE?

Depending on your level of contributions, the Company contributes to your Investment Account as shown in the table below:

If you contribute	The Company will contribute	Total
3%	5%	8%
4%	6%	10%
5%	7%	12%

Remember, if you are automatically enrolled into the Plan, you and the Company pay contributions at the lowest level shown above, although you can increase your contributions at any time in order to qualify for higher contributions from Dun & Bradstreet (see page 9).

ARE THERE ANY OTHER CONTRIBUTIONS I HAVE TO MAKE?

There are no other contributions you have to make to the Plan. However, both you and the Company pay the full rate of NICs in return for which you will be entitled to receive benefits from the State pension scheme in addition to your benefits from the Plan. For more information on this please refer to the 'State benefits' section on page 31.

CAN I CHANGE THE RATE AT WHICH I CONTRIBUTE?

You are able to change your contribution rate at any time. You should contact the UK People Team for more details.

CAN I CONTRIBUTE MORE TO ENHANCE MY BENEFITS?

One way to enhance your retirement income is to pay Additional Voluntary Contributions (AVCs). This is particularly useful if you:

- plan to retire early;
- have taken or plan to take breaks in your career, perhaps for further education or to raise a family and wish to make up for a gap in your contributions; or
- simply want to increase your retirement savings and enjoy a better lifestyle in retirement.

AVCs are contributions that you pay in addition to your regular contributions that you pay to the Plan, that is contributions above 5% of Pensionable Salary. They receive the same tax relief as your regular contributions and are therefore a tax-efficient way of saving for your retirement.

You are also able to receive the same National Insurance savings as you would get on your regular contributions by making your AVCs through Pension Saver.

By making your AVC payments in this way, the money will be paid into your savings before National Insurance deductions are made, saving you even more.

If you choose to make a one-off voluntary contribution, you will need to submit the instructions to payroll before the end of the previous pay period. Please contact the Pensions Team using the contact details on page 32.

HM Revenue & Customs restricts the total you can pay, and on which you can receive tax relief to 100% of your earnings (or £3,600 if greater) in any tax year (this includes your regular contributions plus AVCs, but excludes the contributions paid by the Company to the DC section of the Plan). However, you may be required to pay tax on the contributions paid by you or on your behalf if they are more than the Annual Allowance (see page 34).

Any AVCs that you make are paid into your Investment Account along with your regular contributions, so you can take your savings in the same way.

At retirement, you can take a single tax-free cash sum, provided this does not exceed 25% of the total value of your benefits from the Plan. If you choose to take your tax-free cash within the Plan, any balance of your AVCs over 25% of the total value of your benefits from the Plan must be used to buy extra pension. If you wish to use this amount differently, you can transfer out to a separate DC arrangement before you take your tax-free cash.

To start making AVCs, please complete the AVC application form available from www.dnbpensionplan.co.uk.

ARE THERE ANY ALTERNATIVES TO AVCS?

There are many ways to enhance your retirement benefits outside of the Plan – such as bank or building society accounts, National Savings Certificates and Individual Savings Accounts (ISAs).

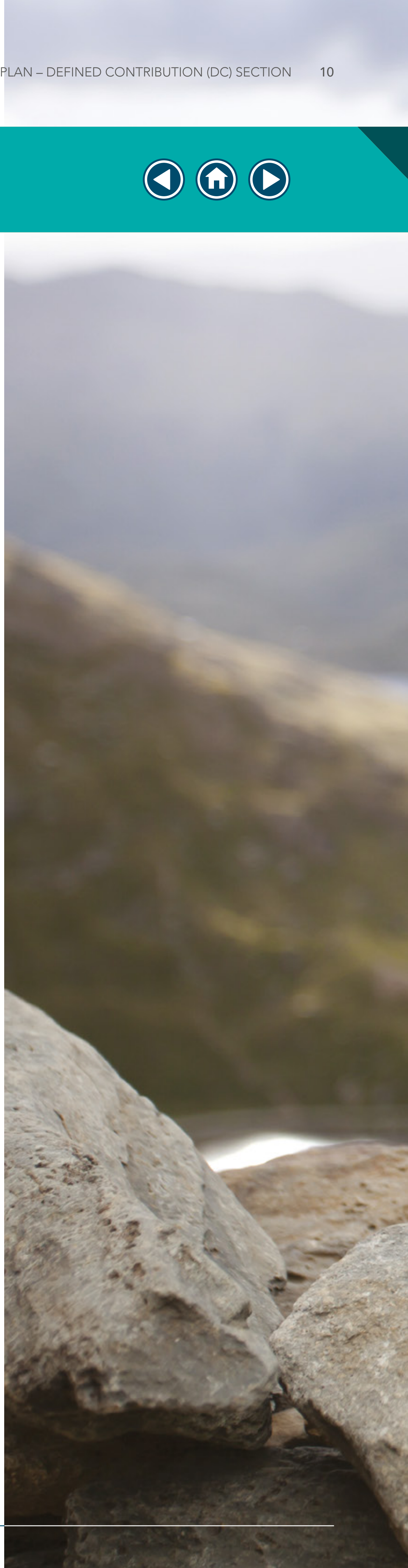
You are also able to pay into a personal or stakeholder pension while you are a contributing member of the Plan. In order to receive tax relief, your total pension contributions must not exceed 100% of your earnings (subject to the Annual Allowance). If you are considering this option, you should seek advice from an independent financial adviser.

WHAT HAPPENS IF I WORK PART TIME?

Your contributions and the Company's contributions will continue but will be based on your reduced Pensionable Salary.

CAN I TRANSFER IN BENEFITS FROM A PREVIOUS PENSION ARRANGEMENT?

It may be possible for you to transfer benefits in from a previous pension arrangement. For further details, please contact Aviva on **0345 602 9221**. Please note, it may not be in your best interest to transfer and you are advised to seek financial advice.



Investing

WHAT ARE MY INVESTMENT CHOICES?

Apart from deciding how much to contribute, the most important decision you have to make is how your Investment Account should be invested. Your choice of fund will have a material impact on the size of your Investment Account at retirement and, as a direct result, how much income you will have in retirement.

You can choose the individual fund or funds from the range offered (known as 'self-select') but you will be responsible for monitoring their performance and for switching funds to deal with the potential risks as you approach retirement.

Alternatively, if you prefer not to choose an individual fund or funds, or do not feel comfortable in switching as you approach retirement, you can consider the:

- Diversified Lifestyle Annuity Investment Programme (DLAIP),
- Diversified Lifestyle Drawdown Investment Programme (DLDIP),
- World Equity Lifestyle Annuity Investment Programme (WELAIP), or
- World Equity Lifestyle Drawdown Investment Programme (WELDIP),

in which investment decisions are made automatically.

If you are automatically enrolled into the Plan, all contributions will be initially invested in the Diversified Lifestyle Annuity Investment Programme, which is the Plan's current default fund. Further information on the Diversified Lifestyle Annuity Investment Programme and how to change your investment choice if you wish to are provided below.

DECIDING YOUR INVESTMENT OBJECTIVES

Your objectives will depend largely on how many years you have until retirement.

Younger members will normally be looking for good investment growth.

Older members, as they get within a few years of retirement, will normally look to consolidate and will be more concerned with avoiding a fall in value which would reduce the amount of pension they can buy.

DECIDING YOUR ATTITUDE TO INVESTMENT RISK

Different people have different attitudes to risk. Some people are naturally cautious. Others are willing to take more risk with their money with a view to getting a better return.

It is probably true to say that most people are willing to take less risk as they get closer to retirement. Not only are you likely to have a bigger fund at stake, but the closer you are to retirement the less time you have for your fund to recover from any falls in value.

Your overall financial situation will also affect your decision. You may be more cautious if the Plan will be your main source of income in retirement, compared to a member with other pension arrangements or investments.

HOW DO I CHOOSE THE FUNDS FOR MY INVESTMENT ACCOUNT?

You can find more details about the Plan's investment funds, including their past performance and asset allocation, through your Aviva online account. You can also use this to switch your investments between the four lifestyle investment programmes or between the individual investment funds at any time, without charge.

In order to decide in which fund(s) you wish to invest, you need to think about:

- your investment objectives
- your attitude to risk
- how you intend to use your retirement savings when you retire.

INVESTING FOR LONG-TERM GROWTH

It is important for you to get good long-term investment growth to build the value of your Investment Account so that you can provide the income in retirement that you need.

Historically, investments in stock markets (shares/equities) have produced better long-term growth than other types of investment.

BUT

Stock market investments are likely to go up and down in value to a greater extent than other types of investment.

You need to decide your attitude to the risk of your Investment Account going down in value from time to time. Are you:

CAUTIOUS

You do not want to risk the value of your fund falling at any time.

There is no fund with the objective of good long-term growth that does not fall from time to time.

MEDIUM

You accept short-term falls will happen in funds investing for good long-term growth.

You may consider one of the Diversified Lifestyle investment programmes.

ADVENTUROUS

You are willing to accept higher risks of falls to try to get higher long-term growth.

You may consider one of the World Equity Lifestyle investment programmes or choose from the individual funds available.

The Plan offers a range of funds with Aviva which aim to provide long-term growth. They have different levels of risk to suit people with different ability to take risk. This ability could change, depending on how you would like to use your savings at retirement.

You should be aware that the value of the investment options can fall as well as rise, and that past performance is not a guide to future performance.

For full details on the objectives and the performance data of the available funds, please refer to the individual Aviva fund factsheets – see page 36 for further details.

IN PLAIN ENGLISH

Bonds – *these are loan stocks which pay a fixed rate of interest and return the original sum loaned. If they are issued by governments, they are known as Gilts (see opposite); if issued by quoted companies, they are known as corporate bonds.*

Cash – *bank deposits and other money market investments.*

Equities – *simply another word for shares in UK or overseas companies.*

Gilts – *a specific term used for UK Government bonds.*

Index-linked Gilts – *UK Government bonds which provide interest and capital growth in line with rises in the Retail Prices Index.*

INVESTING SHORTLY BEFORE RETIREMENT

As you approach retirement, you should start to consider how you plan to take your retirement savings, as this will have a big impact on your investment decisions in the run up to retirement.

For example, if you plan to buy an annuity you will probably want to think about protecting the value of your retirement savings from sudden falls in value as you approach retirement. This will probably be more important than growing your savings.

If you choose to buy an annuity, investments in bonds and cash are generally thought most suitable to protect, as far as it is possible, the amount of benefits your Investment Account will buy. Bond investments tend to go up when the cost of buying annuities is rising, and go down when the cost of buying annuities is falling. Investments in cash are unlikely to fall in value and can match the tax-free cash sum that you are allowed to take when you retire from the Plan.

If you are looking to take your savings as cash or Income Drawdown, you will need to transfer your savings out into a different pension policy either with Aviva or an alternative provider (unless you want to take the whole of your pension savings as a single cash lump sum). But here are a few points that you might want to consider.

If you choose to access your savings periodically, using Income Drawdown, it may be many years before some of this income is used. During that time, if left in low-risk, low-return investments you could miss out on valuable returns meaning if your money doesn't grow in line with inflation, it could be worth less in the future in real terms. So, you might want to consider keeping some of your savings invested in higher-return funds for longer to counter this effect.

If you have chosen individual funds and want to aim to protect the value of your Investment Account, you can switch from growth type funds into bond and cash funds over a period of years in the run up to retirement. In the four lifestyle investment programmes, switching happens automatically. Your attitude to risk will influence when you start to switch to bond and cash funds.

You should be aware that the value of the investment options can fall as well as rise, and that past performance is not a guide to future performance.

CAUTIOUS

You may want to start switching perhaps 10 years before you plan to retire.

The two Diversified Lifestyle investment programmes start to switch 10 years before your retirement date.

MEDIUM

You may want to start switching perhaps 5-7 years before you plan to retire.

The two World Equity Lifestyle investment programmes start to switch 5 years before your retirement date.

ADVENTUROUS

You may want to start switching perhaps less than 5 years before you plan to retire.

WHAT LIFESTYLE INVESTMENT PROGRAMMES ARE AVAILABLE TO ME?

The four lifestyle investment programmes are strategies designed to meet members' changing investment needs and objectives during their working lives.

The strategies start by investing in assets whose objective is to provide long-term growth. As the member approaches retirement, the strategies automatically start to switch both the accumulated fund value and future contributions away from the growth assets into a combination of diversified, bond and cash funds.

If you want to buy an annuity

There are two lifestyle investment programmes designed for those members who want to start protecting the value of their Investment Account as they approach their selected retirement age (see below) and more closely align it to the cost of buying an annuity when they retire.

These are the:

- Diversified Lifestyle Annuity Investment Programme (DLAIP)
- World Equity Lifestyle Annuity Investment Programme (WELAIP)

The DLAIP is the default fund for those members who are automatically enrolled in the Plan and plan to buy an annuity.

If you want to use Income Drawdown

There are two lifestyle investment programmes designed for those members who want to have a spread of investments at their selected retirement age that is appropriate if they are planning on taking part of their Investment Account as a tax-free lump sum and use the rest to provide a flexible income by using Income Drawdown.

These are the:

- Diversified Lifestyle Drawdown Investment Programme (DLDIP)
- World Equity Lifestyle Drawdown Investment Programme (WELDIP)

IN PLAIN ENGLISH

Active management – *the investment manager makes choices when deciding how the fund is invested. This involves research to decide which investments should be bought, sold or held, with the aim of outperforming the relevant index or target. This is usually regarded as higher risk than passive management of the same type of asset and tends to involve higher investment management charges.*

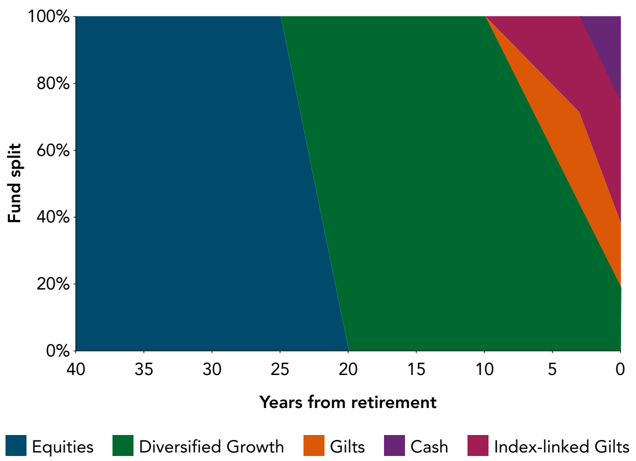
Consolidation – *this term is used to describe funds that help reduce the risk of a fall in value and hence the amount of benefits that can be bought as a member approaches retirement.*

Passive management – *the investment manager tries to match the performance of a particular investment index or indices. The manager takes a 'passive' approach in that no attempt is made to choose one investment in preference to another. Matching the performance of the chosen index or indices is the sole aim. This is usually regarded as lower risk than active management of the same type of asset and investment management charges may be lower.*

Under all of the lifestyle investment programmes, it is assumed that you will retire at age 65 (your Normal Retirement Age) unless you specify an alternative retirement age, either when you start to invest in one of the lifestyle options or at a future date (see page 19 regarding early retirement). Therefore, if you are planning to retire at an age other than 65, or if your retirement plans change, it is important that you notify Aviva of your new selected retirement age.

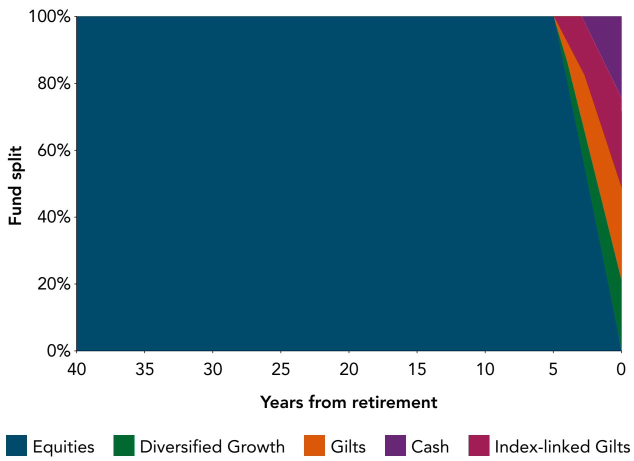
Targeting Annuity

DIVERSIFIED LIFESTYLE ANNUITY INVESTMENT PROGRAMME



Initially, your Investment Account will be invested in a passively managed equity fund. The aim of this is to help grow your Investment Account as much as possible in the early years of investment. Then, when you are 25 years from age 65 (or your selected retirement age), over the next 5 years, your Investment Account is gradually switched into a Diversified Growth fund. The aim of this fund is to also grow the value of your Investment Account but with lower volatility (risk). Finally, during the last 10 years as you approach retirement, to help protect your investments against fluctuations in annuity rates, 80% of your Investment Account is gradually switched to a lower risk mixture of funds such as Gilts, Index-Linked Gilts and Cash ready to buy an annuity when you reach retirement.

WORLD EQUITY LIFESTYLE ANNUITY INVESTMENT PROGRAMME



Initially, your Investment Account is invested in a higher risk actively managed equity fund, whose aim is to out-perform the relevant markets and so grow in value more quickly in the early years. Then, during the last 5 years, as you approach retirement, to help protect your investments against fluctuations in annuity rates, your Investment Account is gradually switched to a lower-risk mixture such as Gilts, Index-Linked Gilts, Diversified Growth and Cash, ready to buy an annuity when you reach retirement.

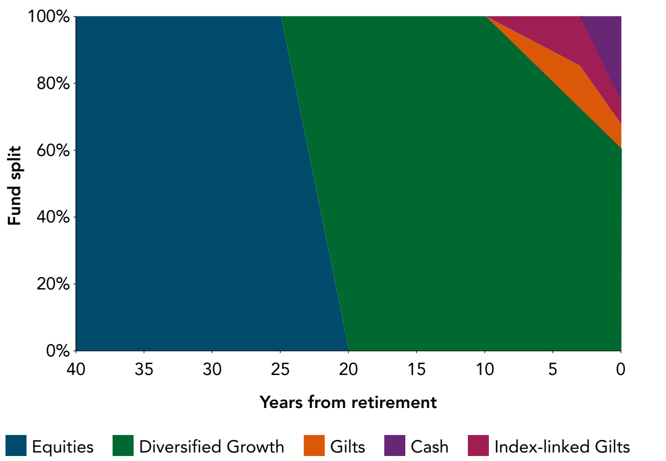
Note that for both lifestyle Annuity investment programmes you may specify to Aviva a retirement age that is different to your Normal Retirement Age (see page 18).

WHICHEVER LIFESTYLE ANNUITY INVESTMENT PROGRAMME YOU CHOOSE:

- The The initial investment split will reflect the number of years to your retirement at the point you first invest in either lifestyle Annuity investment programme.
- At your selected retirement age (which may differ from your Normal Retirement Age), 25% of your Investment Account will be invested in Cash and 75% in Gilts/Index-Linked Gilts, and Diversified Growth assets as both lifestyle Annuity investment programmes assume that you will take part of your benefits (up to 25%) as an immediate tax-free cash sum at retirement and use the balance to buy a pension (an annuity).

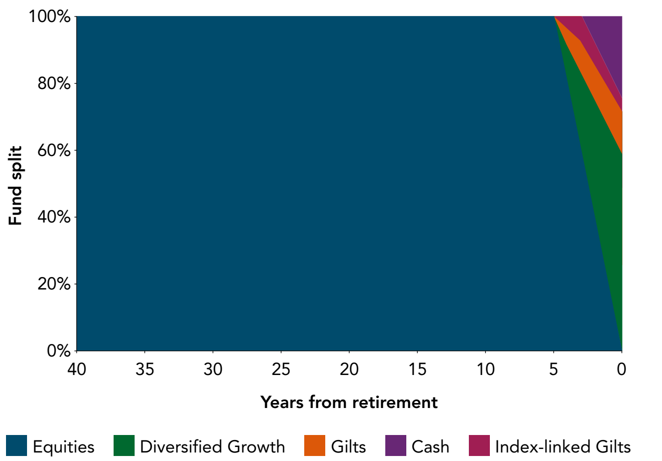
Targeting Income Drawdown

DIVERSIFIED LIFESTYLE DRAWDOWN INVESTMENT PROGRAMME



Initially, your Investment Account will be invested in a higher risk equity fund. The aim of this is to help grow your Investment Account as much as possible in the early years of investment. Then, when you are 25 years from age 65 (or your selected retirement age), over the next 5 years, your Investment Account is gradually switched into a Diversified Growth fund. The aim of this fund is to also grow the value of your Investment Account but with lower volatility (risk). Finally, during the last 10 years as you approach retirement, to help protect your investments against market fluctuations, 40% of your Investment Account is gradually switched to a lower risk mixture of funds such as Gilts, Index-Linked Gilts and Cash ready for you to take as a tax-free lump sum when you reach retirement. The rest remains invested in Diversified Growth assets to continue to grow during your retirement to provide a flexible income.

WORLD EQUITY LIFESTYLE DRAWDOWN INVESTMENT PROGRAMME



Initially, your Investment Account is invested in a higher risk equity fund, whose aim is to out-perform the relevant markets and so grow in value more quickly in the early years. Then, during the last 5 years, as you approach retirement, to help protect your investments against market fluctuations, your Investment Account is gradually switched to a lower-risk mixture such as Diversified Growth assets, Gilts, Index-Linked Gilts and Cash. 40% of your Investment Account will be invested in Gilts and Cash, ready for you to take as a tax-free lump sum when you reach retirement. The rest remains invested in Diversified Growth assets to continue to grow during your retirement to provide a flexible income.

Note that for both lifestyle investment programmes you may specify to Aviva a retirement age that is different to your Normal Retirement Age (see page 18).

WHICHEVER LIFESTYLE DRAWDOWN INVESTMENT PROGRAMME YOU CHOOSE:

- The initial investment split will reflect the number of years to your retirement at the point you first invest in either lifestyle Drawdown investment programme.
- At your selected retirement age (which may differ from your Normal Retirement Age), 25% of your Investment Account will be invested in Cash, 60% will be invested in Diversified Growth assets and 15% in Gilts/Index-Linked Gilts as both lifestyle Drawdown investment programmes assume that you will take part of your benefits (up to 25%) as an immediate tax-free cash sum at retirement and keep the rest invested in Diversified Growth and Gilts/Index-Linked Gilts assets.

IMPORTANT NOTE:

The lifestyle investment programmes are designed to target certain levels of investments at your selected retirement age. It is therefore very important that you keep Aviva informed of any changes in your selected retirement age so that the funds are invested appropriately when you retire.

Please note: It is not possible to invest in any of the other funds if you select one of the lifestyle investment programmes.

DO I PAY ANY CHARGES?

You will pay a small Annual Management Charge (AMC), which varies between funds. In addition to the AMC, there may be additional fund expenses and transaction charges associated with the management of the fund's underlying investments. The AMC plus any additional fund expenses (known as the Total Expense Ratio or TER) are currently built into the pricing of the units within the funds. Confirmation of each fund's TER can be found in the Plan's Investment Fund Information Guide (see below).

WHERE CAN I FIND OUT MORE INFORMATION ON ALL THE INVESTMENT OPTIONS?

Detailed information on all four of the lifestyle investment programmes and the self-select fund range, including links to the individual fund factsheets and confirmation of the charges applicable to each of the funds can be found in the Plan's Investment Fund Information Guide. This can be found on the pension site, accessed via the Company's UK People Team intranet page.

IMPORTANT NOTE:

If you are unsure how to invest your Investment Account, you should seek independent financial advice. The Company, its employees, the Trustee and the administrator cannot, by law, advise you on this issue.

WHEN CAN I RETIRE?

The Plan's Normal Retirement Age is 65. However, you may be able to draw your benefits earlier or later (see page 19 for details).

Don't forget your State Pension:

You have also been building up an entitlement to a State Pension when you reach State Pension Age. Previously, this was age 65 for men and women but it increased to 66 in October 2020. There are plans for further increases to the State Pension Age to 67 between 2026 and 2028 and to 68 between 2037 and 2039.

You can find out more about your State Pension and State Pension Age on page 31 or at **www.gov.uk/state-pension-statement**

WHAT ARE MY OPTIONS AT RETIREMENT?

What benefits you receive at retirement depend on how you choose to use your Investment Account. Under the Plan, you can:

- take up to 25% of your Investment Account as tax-free cash and use your Investment Account to buy an annuity
- take the whole of your Investment Account as cash (25% tax-free cash and the balance taxed at your marginal rate)
- transfer your Investment Account and take it as a series of cash lump sums (25% of each tax free and the balance taxed at your marignal rate)
- transfer your Investment Account out of the Plan and take regular withdrawals throughout your retirement (called Income Drawdown) after having first taken up to 25% as tax-free cash if you wish.

Your retirement date

When you retire, there are several options you can choose from (see the next section for full information).

Through the Plan		Transfer out of the Plan	
If you want to take your savings as cash, or buy an annuity you can do this through the Plan		If you want to use Income Drawdown or take your retirement cash savings as a series of lump sums you will need to transfer your retirement savings out of the Plan into a different pension (this can either be with Aviva or to a provider of your choice).	
Take your savings as a single cash lump sum	Buy an annuity	Take your savings as a series of cash lump sums	Opt for Income Drawdown
Up to 25% tax-free cash			
You can take all your retirement savings, including any Additional Voluntary Contributions (AVCs) you might have, as a cash lump sum at retirement. 25% will be as tax-free cash and you will be taxed at your marginal rate on the rest. Remember, if you choose to take a lump sum at retirement, you may find that it could push you into a higher tax bracket.	You can buy an annuity at retirement through the Plan's provider, Aviva. You will receive more information on this when you are 6 months from retirement. If you decide a different annuity might better suit your retirement plans, you can buy your preferred annuity from another provider by using the Open Market.	You can take all your retirement savings, including any Additional Voluntary Contributions (AVCs) you might have, as a series of cash lump sums at retirement. 25% of each lump sum will be tax free, and you will be taxed at your marginal rate on the rest. Remember, you may find that taking a cash lump sum could push you into a higher tax bracket.	As well as having the option to take your retirement savings as cash, or buying an annuity, you will have the option of using 'Income Drawdown'. Under this you can access your savings flexibly, drawing down cash as and when you need it or at regular intervals, keeping the remaining savings invested.

Using your Investment Account to buy an annuity is still an option for many retirees, however you are now also able to take your Investment Account as cash from the Plan (subject to tax limits) if you would like to use one of the other options you would need to transfer your Investment Account out of the Plan.

As well as a pension payable for life and the option to take up to 25% of your Investment Account as tax-free cash when you retire, you can also decide to buy additional benefits, within certain limits, with your Investment Account. These include:

- a spouse's pension starting on your death
- different levels of pension increases, depending on whether you want to match inflation for example
- guaranteed payment period.

You will have the option to buy your pension benefit (an annuity) with a competitive insurance company. This is known as the Open Market Option. You may wish to obtain independent financial advice to help you select a suitable insurance company. The Company, its employees and the Trustee cannot advise you on this issue.

PENSION WISE

The Government has launched a new pension information service, available to all DC members or those with AVCs over the age of 50.

Through Pension Wise you have access to information and guidance. There is the option to book a telephone or face-to-face consultation at retirement by contacting Pension Wise on **0800 138 3944** or online at **www.pensionwise.gov.uk**

Benefits at retirement

HOW MUCH WILL MY PENSION BE?

If you choose to buy an annuity, the amount of your pension depends on the value of your Investment Account and the cost of buying the pension when you retire, including other benefits that you choose. Remember, the more you spend on other pension benefits, the less you will have available to spend on the pension for yourself.

WHAT HAPPENS IF I WORK PART TIME FOR SOME OF MY CAREER?

Both your own and the Company's contributions during periods of part-time service will be based on your reduced Pensionable Salary.

WHEN WILL MY PENSION BE PAID?

After you retire, your pension, which is taxable, will be paid to you monthly for the rest of your life by the insurance company from which you buy your annuity.

WILL MY PENSION INCREASE?

You will have the option to buy a level pension or one that increases in payment.

CAN I RETIRE EARLY?

You may retire from age 55 onwards (increasing to age 57 from 2028). Your pension will be less than at age 65 for three reasons:

- both you and the Company will have paid less contributions;
- the contributions will have been invested for a shorter period of time; and
- if you buy an annuity, it will be assumed that your pension will be paid for longer, so the cost of converting your Investment Account into pension will be higher.

WHAT IS FLEXIBLE RETIREMENT?

Flexible retirement means, with the consent of the Company, drawing part or all of your pension benefits while continuing to work for the Company. You can take flexible retirement from age 55 onwards (age 57 from 2028). Benefits paid early will be as described on page 19. Your Investment Account may provide a higher pension if you retire after your Normal Retirement Age, as it will have had longer to accumulate investment returns and is likely to be paid for a shorter time.

As an alternative to buying an annuity, you could choose to receive your benefits by means of Income Drawdown by transferring out of the Plan.

You should be aware that Income Drawdown is not suitable for everyone and you should seek independent financial advice before considering this option. For example, there is a lower Annual Allowance (currently £4,000 a year) applied to your future pension savings if you draw your Investment Account flexibly through Income Drawdown or as taxed cash.

Once you have taken flexible retirement and started to draw your pension, you can, if you wish, start a new period of membership in the DC section. In any event, you may be automatically enrolled back into the Plan at the appropriate time (you will be notified if this applies to you). If you do opt to re-join the Plan you may have further restrictions on your Annual Allowance. See page 34 for more details.

WHAT IF I HAVE TO RETIRE EARLY DUE TO ILL HEALTH?

If you are unable to work due to ill health or incapacity for a period of 5 years and 6 months, then the Company and Trustee may decide to offer you an ill-health early retirement pension. To help boost your pension, the Company will pay a one-off contribution equal to the total contributions which it would have made if you had remained in service to age 65 based on your Pensionable Salary, payable prior to your disability.

WHAT HAPPENS IF I GET DIVORCED?

Your pension rights will be taken into account in your divorce settlement. The court can order your pension rights to be divided between you and your ex-spouse, although whether this happens depends on the settlement itself. If your pension rights are split between you and your ex-spouse, this can be done in two ways:

- **Earmarking** – this means that the pension rights which are awarded to your ex-spouse will be paid to him or her when you retire.
- **Pension sharing** – this means that the pension rights which are awarded to your ex-spouse will in most cases, be transferred to another approved pension arrangement at the time of the divorce.

If you are getting divorced and require information about your pension, please contact Aviva Retirement Information Centre on **0800 023 4298**.

Providing for your spouse, children and dependants

This part of the guide deals with the benefits your dependants would receive if you die:

- while you are a contributing member of the Plan
- after age 65 but before retiring
- while receiving your pension
- while receiving your DC pension but still a contributing member of the DC section.

IF YOU DIE WHILE YOU ARE A CONTRIBUTING MEMBER OF THE PLAN

What benefits are payable?

If you die while a contributing member of the Plan, the following benefit is payable:

- A lump sum payment of four times your Basic Salary at the date of death or PAYE earnings in the 12 months ending on previous 31 March (whichever is greater) – this is usually paid free of tax.

In addition, if you die before Normal Retirement Age, the following benefits are payable:

- a pension to your spouse; and
- children's allowances.

The value of your DC account and AVCs will normally be paid as a lump sum.

Who receives the lump sum death benefits?

You can use the Nomination form enclosed with this booklet to nominate the beneficiaries you would like the Trustee to pay the benefits to in the event of your death. This is particularly important if you wish to include people other than your spouse or children where a lump sum death benefit is payable. Although the Trustee will take account of your wishes, the Trustee will make the final decision on how benefits are to be paid and will take account of legal requirements.

It is important that you keep your Nomination form up to date. If your personal circumstances change and you need to change your nominated beneficiaries, you should contact Aviva on **0345 602 9221** for a new form or access one via www.dnbpensionplan.co.uk.

What pension would my spouse receive?

Your spouse's pension will be 50% of 1/50th of your Final Pensionable Salary for each future year between the date of your death and your Normal Retirement Age. In addition, the value of your Investment Account will be used to provide an additional pension to your spouse.

EXAMPLE

If you were to die at age 45 (so your future service to age 65 was 20 years) and at the time of your death your Final Pensionable Salary was £25,000, then your spouse would receive a pension of: 50% x 20/50 x £25,000 = £5,000 a year

What if I don't have a spouse or civil partner but have someone who is financially dependent on me?

If you die while you are a contributing member and do not have a spouse, the Trustee will consider paying a pension to someone who is financially dependent on you, such as a 'common law' spouse. You can put forward someone to receive a pension using the Nomination form described on page 22.

What pension would my children receive?

If you leave dependent children, allowances will be paid until they reach age 18 or, if in full-time education, age 23. The total allowances would be 50% of 1/50th of your Final Pensionable Salary for each future year between the date of your death and your Normal Retirement Age. The total allowance will be divided equally between your dependent children. This allowance would be doubled if no spouse's pension is payable.

WHAT HAPPENS IF I DON'T HAVE A SPOUSE, CHILD OR DEPENDANT?

The benefits from the Plan would be limited to a lump sum of four times your Basic Salary at the date of your death, or PAYE earnings in the 12 months ending on previous 31 March (whichever is greater), together with any AVCs. This would be distributed at the discretion of the Trustee to your beneficiaries. It is, therefore, very important that you complete the Nomination form to ensure the Trustee is aware of your wishes.

IN PLAIN ENGLISH

Final Pensionable Salary – *is the average of the highest 3 consecutive years' Pensionable Salary (see page 5) in the last 10 years.*

IF YOU DIE WHILE RECEIVING YOUR PENSION

If you buy an annuity, the pension payable to your spouse, children and dependants will depend on the pension you choose to buy with your Investment Account at retirement. This means that you will need to carefully consider your dependants' needs.

If you are single or your spouse has adequate pension provision of their own, you may decide to purchase a pension that is only payable to you during your lifetime. If you are married (or in a civil partnership) when you retire and decide not to provide a spouse's pension, the Trustee may ask that your spouse agrees in writing.

Alternatively, if you wish, you can choose to provide a pension that continues to be paid to your spouse or civil partner on your death, but this will mean that your own pension will be lower.

You can also decide to provide a pension for any children (while they remain dependent) or other dependants.

You can also choose a pension that is guaranteed to be paid for a minimum period, typically 5 years. This means, for example, that if you die within 5 years of retiring your pension will continue to your spouse for the remainder of the 5 year period

If you do not buy an annuity, the benefits payable to your dependants on your death will depend on the benefit option you choose at retirement.

IF YOU DIE IN SERVICE AFTER NORMAL RETIREMENT AGE BUT BEFORE RETIRING

A lump sum of four times your Basic Salary or PAYE earnings in the 12 months ending on previous 31 March (whichever is greater) will be paid. In addition, benefits equal to the value of your Investment Account will be payable to one or more of your dependants.

IF YOU DIE AFTER TAKING YOUR BENEFITS BUT WHILE STILL A CONTRIBUTING MEMBER OF THE PLAN

In respect of your pension in payment, the benefits would be the same as those in the section above 'If you die while receiving your pension'.

In addition, benefits relating to your new period of membership in the Plan would also be payable, as described in the previous section 'If you die while you are a contributing member of the Plan'.

IF YOU DIE AFTER LEAVING THE PLAN BUT BEFORE YOU START TAKING BENEFITS

The value of your Investment Account will be paid as a cash lump sum.

In addition, if you are still working for the Company when you die, a lump sum of four times your Basic Salary or PAYE earnings in the 12 months ending on previous 31 March (whichever is greater).

Leaving the Plan

WHAT IF I LEAVE THE COMPANY?

If you leave the Company, you will automatically leave the Plan. This means that you will no longer be able to continue to contribute to the Plan and all Company contributions will cease. You will normally have a number of options.

YOUR OPTIONS ON LEAVING THE COMPANY

If you leave after 30 days' total Plan membership, you can choose to either:

- leave your Investment Account in the DC section, to be paid when you retire. In this case it will continue to be invested in accordance with your instructions (which you can change at any time) between the date you leave the Plan and your retirement date; or
- request to transfer the total value of your Investment Account to another registered pension scheme or policy. Please contact Aviva on **0345 602 9221** if you would like a transfer-out quotation.

Note: If you leave after age 55 (age 57 from 2028) with over 30 days' total Plan membership, you may be able to take early retirement (see page 19).

If you apply to join the Plan before being auto-enrolled but then leave before 30 days' total Plan membership, you can:

If you pay contributions by Pension Saver:

- request to transfer the total value of your Investment Account to another registered pension scheme or policy. Please contact Aviva on **0345 602 9221** within 6 months of leaving the Plan if you would like a transfer-out quotation.

If you do not pay contributions by Pension Saver:

- if you leave the Plan within 30 days, you can receive a refund of your own contributions less tax currently at 20% (if less than £10,800); or
- request to transfer the total value of your Investment Account to another registered pension scheme or policy. Please contact Aviva on **0345 602 9221** within 6 months of leaving the Plan if you would like a transfer-out quotation. If you do not request to transfer to another registered pension scheme or policy within 6 months of leaving the Plan, you will receive a refund of your own contributions less tax, currently at 20% (if less than £10,800).

WHAT IF I JOIN AND LATER WISH TO LEAVE THE PLAN?

You may choose to leave the Plan at any time while still an employee.

In this case, unless you opt out within the one month opt-out period after being automatically enrolled (see page 2), you will be treated as an early leaver from the Plan. Your options will be the same as if you had left the Company (see page 26). If you are under age 55 (age 57 from 2028), you will not be able to take immediate benefits.

If you leave the Plan, you can then either set up your own personal or stakeholder pension to replace your Plan pension, or rely on the State for your pension. You should think carefully before you decide to do this. If you decide to leave the Plan, the Company will make no contribution towards your retirement savings and you will not be entitled to the full benefits described in the section 'Providing for your spouse, children and dependants' on page 22. You will, however, still be provided with life cover of four times your Basic Salary or PAYE earnings in the 12 months ending on previous 31 March (whichever is greater).

If you do leave the Plan, you will automatically be re-enrolled at a later date, usually after three years, but you will have the option to opt out (as detailed in the automatic enrolment section on page 2).

To leave the Plan you must give one month's notice. Please contact Aviva on **0345 602 9221** who will tell you what you need to do.

WHAT IF I GO ON MATERNITY OR PARENTAL LEAVE?

While you are on paid maternity/parental leave, you will continue to build up your Plan benefits based on your full Pensionable Salary, adjusted if necessary, to reflect any pay increases which occur while you are on maternity/parental leave. While you are on paid maternity/parental leave, if you continue to participate in Pension Saver, you will continue to sacrifice the same percentage of your Pensionable Salary as you did prior to going on maternity leave, as long as your Adjusted Pay doesn't fall below the Pay Protection Limit for the relevant tax year. You may choose to opt-out of Pension Saver, in which case you will be required to make monthly contributions based on your earnings during your maternity/parental leave.

No benefits will build up while you are on unpaid maternity/parental leave. However, if you return to work after your maternity/parental leave, with the consent of the Company, you may elect to make up contributions that you would have made for the period of unpaid maternity/parental leave, and the Company will also make contributions as described in the 'Contributions' section.

Similar provisions apply for adoption leave. More information on the conditions of maternity or parental leave are available from UK People Team.

WHAT IF I TAKE A CAREER BREAK?

You will not build up any Plan benefits in respect of any career break. However, if you return to work after your career break, with the consent of the Company, you may elect to make up contributions that you would have made for the period during your career break and the Company will also make contributions as described in the 'Contributions' section.

Keeping track of your benefits

HOW DO I MONITOR MY INVESTMENT ACCOUNT?

Choosing how to invest your Investment Account should not be a 'once only' decision. Although you should take a long-term view, you should review how your Investment Account is invested on a regular basis to make sure that your investment approach continues to suit your circumstances and the number of years to your retirement.

Shortly after joining the Plan, Aviva will issue you with a password and an ID number enabling you to access, view and service your Investment Account online. This includes a facility to enable you to switch your Investment Account between the available funds.

In addition, Aviva will send you a statement and an illustration each year. You can also access information on your Investment Account through any of the following services:

Phoning: 0345 602 9221

Visiting: www.aviva.co.uk/membersite

TIMING OF CONTRIBUTIONS

The Trustee will endeavour to process contributions within reasonable timescales. However, there may be a delay between the Company deducting contributions from your pay and these contributions being paid over to the Trustee to be invested in your chosen funds in your Investment Account. The price of units in your chosen funds may go down or up in this period, and this may work to your advantage or disadvantage, depending on the circumstances.

State benefits

WHAT PENSION BENEFITS DOES THE STATE PROVIDE?

In April 2016, a flat-rate pension replaced the Basic State Pension and State Second Pension, providing at least £9,110 (2020/21) a year to everyone with at least 35 years' full-rate National Insurance contributions.

For up to date information on State pension benefits, visit the Department for Work and Pensions website at **www.gov.uk**

HOW DOES MEMBERSHIP OF THE PLAN AFFECT MY STATE BENEFITS?

While a member of the Plan, all members earn benefits under the State pension scheme in addition to their benefits from the Plan.

WHAT IS STATE PENSION AGE?

The Government has announced that the State Pension Age (SPA) will go up for both men and women.

If you want to find out when you will be able to take your State pension, you can find out your SPA at: **www.gov.uk/state-pension-age**

This change doesn't affect when you can start to receive your pension from the Plan, but you may want to bear it in mind when making or reviewing your retirement plans.

Help and information

WHERE CAN I FIND OUT MORE ABOUT THE PLAN?

This booklet is only a guide to the Plan of the Dun & Bradstreet (UK) Pension Plan. It will always be subject to the legal documents governing the Plan, known as the Trust Deed and Rules. If there is any inconsistency between this booklet and the Trust Deed and Rules, the latter will prevail.

You can get more information about the Plan from Aviva, the Plan administrators, who can be contacted as follows:

Phoning: 0345 602 9221

Emailing: **DunandBradstreet@aviva.com**

For the latest Trustee's Report and Accounts, please contact Mercer, on **0121 733 4059** or by email at **Dun & Bradstreetpensions@mercer.com**.

You can contact the Trustee by emailing the Plan Secretary at: **secretary@dnbpensionplan.co.uk**

WHAT IF I HAVE A QUERY OR COMPLAINT ABOUT MY PENSION?

Our aim is to help resolve any pension query you may have. If you ever have a question about your pension you should speak to Aviva on **0345 602 9221**, who will be happy to help.

If you have a complaint about your pension, you can use the Plan's formal Dispute Resolution Procedure. A copy of this is available from Mercer.

There are also external organisations available to investigate complaints (see next page for details).

THE PENSIONS ADVISORY SERVICE (TPAS)

TPAS is available to give help and advice to anyone experiencing difficulties with their pension rights. You can contact TPAS by:

Phoning: 0300 123 1047

Visiting: www.pensionsadvisoryservice.org.uk

Writing to: TPAS
11 Belgrave Road
London SW1V 1RB

Pensions Ombudsman

If TPAS are unable to resolve your query a Government appointed official, the Pensions Ombudsman, is able to investigate your complaints of maladministration, disputes of fact or law in relation to any pension scheme, and their decisions are legally binding. You can contact the Pensions Ombudsman by:

Phoning: 0207 630 2200

Visiting: www.pensions-ombudsman.org.uk

Emailing: enquiries@pensions-ombudsman.org.uk

Writing to: Pensions Ombudsman
11 Belgrave Road
London SW1V 1RB

The Pensions Regulator

The Pensions Regulator is the regulatory body set up to supervise occupational pension schemes. It can intervene in the running of schemes where trustees, employers or professional advisers have failed in their duties. You can read more about the pensions regulator by:

Visiting: www.thepensionsregulator.gov.uk/

Pensions Tracing Service

If you have lost track of your deferred benefits with a previous employer, you can contact the Service who will be able to provide you with an up-to-date address of the trustees of that scheme. You can then contact them to obtain further information. You can contact the Service by:

Phoning: 0800 731 0193

Visiting: www.gov.uk/find-pension-contact-details

Writing to: Pension Tracing Service
The Pension Service 9
Mail Handling Site A
Wolverhampton WV98 1LU

Financial advisers

Financial advisers are able to provide impartial and personal advice about your pension options. The Company, the Trustee, Aviva and the administrators are all prevented by law from giving you financial advice. You may be charged a fee for any advice you receive, which the Company will not pay for. Neither the Company nor the Trustee can take responsibility for the advice you receive or any action you take as a result. You can get a list of financial advisers in your area by:

Visiting: www.moneyadviceservice.org.uk/en/articles/free-financial-advice-your-options

www.unbiased.co.uk/enquiry/find-suitable-adviser

About the Plan

HOW IS THE PLAN SET UP?

The Plan is set up under a trust and managed by the Dun & Bradstreet (UK) Pension Plan Trustee Company Limited.

ARE THERE ANY RESTRICTIONS ON THE PLAN?

The Plan is registered with HM Revenue & Customs (the Revenue). This means that the Plan benefits from certain tax advantages on its investment and capital gains. It also means that the Plan is subject to certain restrictions. To comply with Revenue rules in the future, the benefits may need to be modified from time to time.

Benefits from the Plan may be subject to a tax charge if they exceed certain Revenue allowances. These are the Annual Allowance and the Lifetime Allowance:

The Annual Allowance (AA) sets the level of contributions and/or benefits you may pay or build up tax efficiently each year. The Plan's Pension Input Period for the purpose of the AA is aligned with the tax year, and runs from 6 April to the following 5 April. Each Plan year you can contribute up to 100% of your earnings tax free. However, the total of your contributions (to the Plan and any other pension arrangements) and/or benefits plus the Company's contributions will be tested against the AA. Any contributions paid or benefits built up above the AA will be taxed at your marginal rate of income tax.

The current standard Annual Allowance is £40,000. However, from April 2016, for people with an income (including their pension contributions) over £150,000, the AA was reduced incrementally. This 'tapering' depended on your level of income over £150,000, with the AA reducing by £1 for every £2 of excess income, down to a minimum of £10,000 for people with income over £210,000. This changed in April 2020. With effect from this date, the AA is reduced incrementally for people with an income (including their pension contributions) over £240,000. The 'tapering' depended on your level of income over £240,000, with the AA reducing by £1 for every £2 of excess income, down to a minimum of £4,000 for people with income over £312,000.

The Lifetime Allowance is a ceiling on the total value of tax-favoured pension saving you can build up during your lifetime. When you retire, your total pension benefits from all sources, not just those from the Plan, will be tested against the Lifetime Allowance.

The current LTA is £1,073,100 (2020/21).

Members of the Plan who are affected by either the Lifetime Allowance or the Annual Allowance limits may be eligible to receive a salary supplement in lieu of Company pension contributions. Please contact the UK People Team for further details.

You are responsible for monitoring your pension saving from all sources and for paying tax on any benefits above these allowances. Neither the Trustee nor the Company can be held responsible for the tax consequences of failing to monitor your position.

This booklet has been prepared in accordance with the taxation regime and law that currently apply to pension schemes. The above is only a simplified summary of the taxation regime.

CAN I ASSIGN MY BENEFITS?

The benefits under the Plan are not assignable and cannot be used as security for a loan.

WHAT INFORMATION IS HELD ON ME AND WHO HAS ACCESS TO IT?

Details of your Plan membership are held in hard copy and on computer. The Data Protection Act 1998 gives you the right to receive a copy of this data, at reasonable intervals and at no cost to yourself.

The Trustee is the 'data controller' of personal information about you for the purposes of the Act. The Trustee will process your personal information – and that of other members and beneficiaries – to calculate and pay benefits, for statistical and reference purposes and for the purposes associated with the Plan. This may involve passing on your personal information to the Plan's professional advisers, administrators and other third parties. You should note that your personal information may sometimes be passed to recipients outside the European Economic Area, which do not have the same laws to protect your personal information as apply in the UK.

As part of the Trustee's role to protect members' data, and also to comply with the new General Data Protection Regulation (GDPR), we've prepared a Privacy Notice which is available at www.dnbpensionplan.co.uk

CAN THE PLAN BE CHANGED OR CLOSED?

Although the intention is to continue the Plan indefinitely, it may be amended from time to time or discontinued. If your benefits or rights are affected, you will be given due notice. In addition, if the Plan is discontinued and you remain employed by the Company, it will arrange for you to be automatically enrolled into another qualifying pension scheme.

This booklet has been prepared and issued by the Company to give a description of the Plan. While every effort has been made to ensure its accuracy, it should be read in conjunction with any supplementary announcements or information issued by the Company from time to time to clarify or amend its contents.

Example factsheet

Fund name.

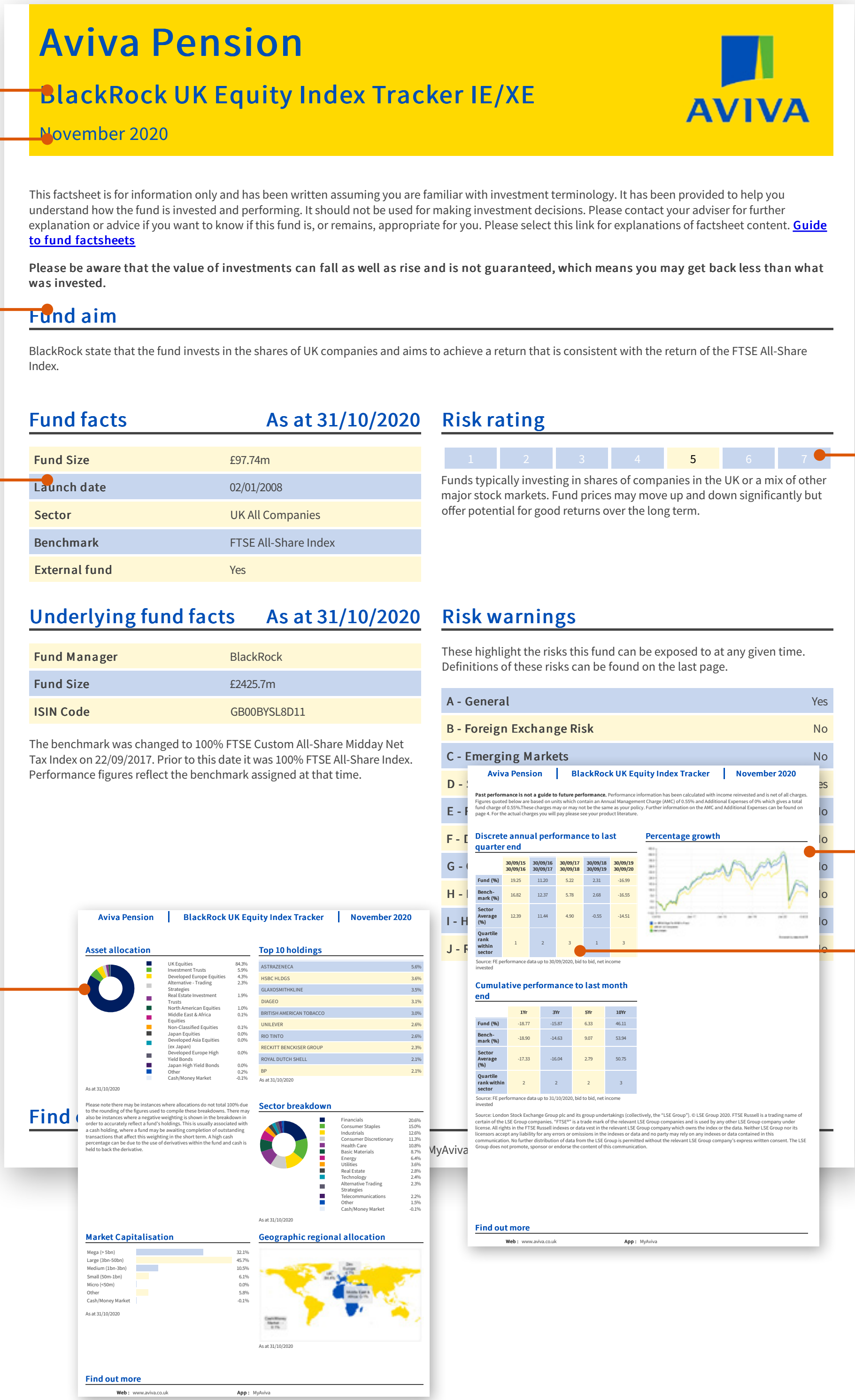
Date on which the fund factsheets were produced.

Updates are regularly produced.

Details on how units will be invested.

Fund-specific details setting out how the fund operates (if applicable).

Graphical illustration of asset allocation.



Aviva Pension

BlackRock UK Equity Index Tracker IE/XE

November 2020

AVIVA

This factsheet is for information only and has been written assuming you are familiar with investment terminology. It has been provided to help you understand how the fund is invested and performing. It should not be used for making investment decisions. Please contact your adviser for further explanation or advice if you want to know if this fund is, or remains, appropriate for you. Please select this link for explanations of factsheet content. Guide to fund factsheets

Please be aware that the value of investments can fall as well as rise and is not guaranteed, which means you may get back less than what was invested.

Fund aim

BlackRock state that the fund invests in the shares of UK companies and aims to achieve a return that is consistent with the return of the FTSE All-Share Index.

Fund facts — As at 31/10/2020

Fund Size	£97.74m
Launch date	02/01/2008
Sector	UK All Companies
Benchmark	FTSE All-Share Index
External fund	Yes

Underlying fund facts — As at 31/10/2020

Fund Manager	BlackRock
Fund Size	£2425.7m
ISIN Code	GB00BYSL8D11

The benchmark was changed to 100% FTSE Custom All-Share Midday Net Tax Index on 22/09/2017. Prior to this date it was 100% FTSE All-Share Index. Performance figures reflect the benchmark assigned at that time.

Risk rating

1 2 3 4 5 6 7

Funds typically investing in shares of companies in the UK or a mix of other major stock markets. Fund prices may move up and down significantly but offer potential for good returns over the long term.

Risk warnings

These highlight the risks this fund can be exposed to at any given time. Definitions of these risks can be found on the last page.

A - General	Yes
B - Foreign Exchange Risk	No
C - Emerging Markets	No

Asset allocation

Top 10 holdings

Sector breakdown

Market Capitalisation

Geographic regional allocation

Discrete annual performance to last quarter end

Percentage growth

Cumulative performance to last month end

Find out more

Risk Warnings: Aviva pension funds are single priced.

This means that on any one day there is only one unit price and investors can buy and sell at the same price.

Graphical illustration of the fund’s performance compared to the sector performance.

If available, this section provides a summary of fund performance (up to 10 years).

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