

## XYZ Letter – Key Points – Norman Moorhouse (DOR: 16 September 2026)

### 1a. Full pension – (Option 1a)

- Full pension of **£22,797.62 per annum** (including a scheme pension of **£19,955.73 per annum** and a single life AVC pension of **£2,841.89 per annum**)  
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- The pension of **£22,797.62 per annum** (including the scheme pension of **£19,955.73 per annum** and the single life AVC pension of **£2,841.89 per annum**) will be increased each year on 1 April by the lower of the increase in the Retail Prices Index and 5.0% (*pro-rated for the first year*)

OR

### 1b. Full pension – (Option 1b)

- Full pension of **£22,371.33 per annum** (including a scheme pension of **£19,955.73 per annum** and a joint life AVC pension of **£2,415.60 per annum**)  
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- The pension of **£22,371.33 per annum** (including the scheme pension of **£19,955.73 per annum** and the joint life AVC pension of **£2,415.60 per annum**) will be increased each year on 1 April by the lower of the increase in the Retail Prices Index and 5.0% (*pro-rated for the first year*)

OR

### 1c. Cash sum & residual pension – (Option 2)

- Tax-free cash sum of **£121,754.03** (including current AVC value of **£59,679.72**) – [within both member's available 'LS&DBA' of **£1,073,100.00** and 'LSA' of **£268,275.00**]  
PLUS
- Residual pension of **£17,671.91 per annum**  
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- The pension of **£17,671.91 per annum** will be increased each year on 1 April by the lower of the increase in the Retail Prices Index and 5.0% (*pro-rated for the first year*)

## 2. Payment of pension

- The pension will be paid by monthly instalments in advance
- The first payment of the pension will be made on **1 October 2026**
- The pension will be paid for life and will subject to PAYE

## 3. Death in retirement

- If the member dies before 60 monthly instalments of pension have been paid, the balance of the 60 months (based on the rate of pension payable at the member's date of death) will be paid as a lump sum death benefit
- For both options, a spouse's pension will be payable on the death of the member of **£9,977.87 per annum**; plus an additional spouse's pension of **£1,207.80 per annum** will be payable if the joint life AVC option is selected – (*these figures are before any annual increases are applied between the member's date of retirement and the member's date of death*)

## 4. General information

- Mention that the member's pension is being paid early (without reduction) due to ill health
- Mention any special circumstances (i.e. AVCs)

## 5. AVC flexibilities

- Mention that the member's AVCs can be transferred to a suitable provider to take advantage of the flexibilities introduced in 'Budget 2014'
- Mention that the Trustees must offer to book a pensions guidance appointment with Pensions Wise (on behalf of the member)
- Mention that the Trustees must explain to the member that the transfer of his AVCs cannot proceed until he has received appropriate pensions guidance from Pensions Wise
- Mention that the member can only opt out of the Pensions Wise guidance by giving the Trustees an opt-out notification

## 6. Details required

- Request a copy of the member's birth certificate
- Request the member's completed 'Option choice' form
- Request the member's completed 'Bank details' form

## NOTE –

*For the purposes of the CPC examinations, candidates will be presented with a draft Letter. They will then be expected to:*

- a) Transcribe data required to be populated in the draft Letter accurately from their Case Study answers to the answer box*
- b) Identify and detail basic expected information not communicated in the draft Letter to the answer box*
- c) Identify and correct information wrongly communicated in the draft Letter to the answer box*