



## Investment Choices

### Where is my money invested?

When you join the Master Trust, your contributions will automatically be invested into the default funds in the Lifestyle strategy selected for your Employer with a default Target Retirement Age (please see your Employer Fact Sheet). Please see the Lifestyle Factsheet for further details.

### Do I need to do anything?

No, if you do not want to change your fund choice then you do not need to take any action.

### How do I change my fund choice?

If you have applied to join the Master Trust, you will have completed the New Member Application Form and passed it to your employer. Once your contributions are received from your employer, they will be invested in the Lifestyle option at the earliest opportunity.

If you are an Auto Enrolled member, your contributions are invested in the Lifestyle option following your initial 1 month Auto Enrolment opt out period.

Should you wish to change your fund choice at any time, please complete an Investment Changes Form and send it to us. The two available investment paths, Lifestyle and Freestyle, are summarised below.

### What is Lifestyle?

If you are not comfortable in making all the investment decisions and prefer an automated approach, then you may like to consider continuing in Lifestyle.

In Lifestyle, your benefits are invested in funds using a strategy set by the Trustee, which determines which funds to invest in, depending on how far away you are from your target retirement age.

The main objective of Lifestyle is to ensure that the funds chosen carry an appropriate level of risk for most members, given the time you have left until you retire. As detailed in the Lifestyle Factsheet, the funds are grouped into three sections, Growth, Consolidation and Pre Retirement. The Growth funds are mainly invested in equities (stocks and shares) and as a result carry a greater risk. This has the potential to provide higher investment return but also loss if the markets drop.

When you are within a set number of years from the target retirement age your investments in the Growth funds will be gradually changed into the Consolidation and Pre Retirement sections (considered a lower risk option as they are mainly invested in bonds, gilts and cash-based investments).

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## What is Freestyle?

If you want investment flexibility and want to make your own investment decisions, Freestyle may suit you.

If you choose this route, you will make your own investment choices.

You can choose to invest in any of the funds available or just use a single fund as you prefer. This means that you can tailor your investment choices to suit your personal circumstances and how much risk you are prepared to take. It also means that you will be responsible for deciding when, or if, you need to change how your benefits are invested in the future.

Should you wish to change your investments from the default of the Lifestyle strategy, please complete the Investment Changes Form, which is available on the Master Trust website or from us.

## Should I review my investment choices?

It is important to review your investment choices to make sure that they are still suitable for your circumstances. You should do this at least annually when you receive your annual benefit statement. You can also use the Member Account website <https://members.hsadmin.com/portal/login.aspx> to view your current investment choices.

## How can I get advice about my investment choice?

It is strongly recommended that you contact an independent financial adviser to assist you in your decisions. If you do not have an independent financial adviser, unbiased.co.uk on 0330 1000 755 can put you in contact with a selection in your area or visit the website [www.unbiased.co.uk](http://www.unbiased.co.uk). Neither HS Admin nor the Trustee of the Master Trust are able to offer you financial advice.

## Can the value of my investments go down as well as up?

Yes, the value of your investments can move up and down. The reason for this movement is that the value of the funds is based on the stocks, shares, gilts, bonds and cash-based investments owned by each fund. The value of these investments go up and down in the stock market.

## Are there any charges?

Yes, all the available funds include an Annual Management Charge (AMC). The AMC for the main funds is quoted on the Employer Fact Sheet. The AMC for the additional funds available under Freestyle is shown on the Freestyle – Factsheet section of this document.

## How can I monitor my investments?

You can monitor your investments online in the following ways:

<b>Member Account Website</b>	When you join the Master Trust, and you have provided your e-mail address, you will be given further details on how to view your account online using the following website <a href="https://members.hsadmin.com/portal/login.aspx">https://members.hsadmin.com/portal/login.aspx</a> . The site contains details of contributions and your current account value.
<b>AEGON Asset Management Website</b>	More detailed information on all investment funds including factsheets is available via the AEGON website: <a href="https://www.aegon.co.uk/support/fund-prices-and-performance.html">https://www.aegon.co.uk/support/fund-prices-and-performance.html</a> . If you do not have access to the internet, please contact us.

## How do I use the AEGON Asset Management website to find the factsheets for the funds?

Go to <https://www.aegon.co.uk/support/fund-prices-and-performance.html> and select the Other Fund Ranges; this provides a filter screen to aide access to the fund factsheets.

Select Product Type = Pension - Single Price and this will return a list of around 360 funds.

Select the Fund Factsheet tab and scroll through the list to find the required fund; the factsheet can be opened as a pdf document.

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## Lifestyle - Factsheet

### How does Lifestyle work?

In Lifestyle, your investment choices are pre-determined and are based on your target retirement age.

There are two Lifestyle strategies held under the Master Trust, called Balanced and Cautious. You are only able to invest in the Lifestyle strategy selected for your Employer by the Trustee; this is shown on your Employer's Fact Sheet. The Trustee takes investment advice when choosing the most suitable strategy for each Employer.

Your contributions will be invested in up to six funds, in different proportions depending on how far you are from your target retirement age. The funds are managed by AEGON Asset Management and each fund works in a specific way, as summarised in the table below. The funds available are:

Fund name	Invests in	Asset Class	Investment style
Cash	Deposit & Treasury	Cash	Active
Blackrock Aquila Corporate Bond Index – All Stocks	Sterling Corporate Bond	Bonds	Passive
UK Gilts All Stocks Tracker	UK Gilt	Bonds	Passive
Blackrock Aquila Over 5 Years UK Index - Linked Gilt Index	UK Index-Linked Gilts	Bonds	Passive
Blackrock Aquila World (ex UK) Equity Index	Global Equities	Equities	Passive
Blackrock Aquila UK Equity Index	UK All Companies	Equities	Passive

More detailed information on all investment funds including factsheets is available via the AEGON website <http://www.aegon.co.uk/funds/fund-factsheets/index.htm>. If you do not have access to the internet, please contact us.

### What is the Cautious strategy?

When you are 15 years or more from your target retirement age (TRA), your fund will be invested in the Growth funds listed below:

- 12% UK Gilts All Stocks Tracker
- 4% Corporate Bond Index – All Stocks
- 4% Over 5 Years UK Index - Linked Gilt Index
- 35% UK Equity Index and
- 45% World (ex UK) Equity Index

Between 15 years from TRA and your TRA, your fund and future contributions will be gradually changed to the Consolidation and Pre-Retirement funds (see table overleaf).

In the 5 years leading up to your TRA, your fund will move towards being invested entirely in the Pre-Retirement fund by TRA as shown below:

- 100% Cash fund

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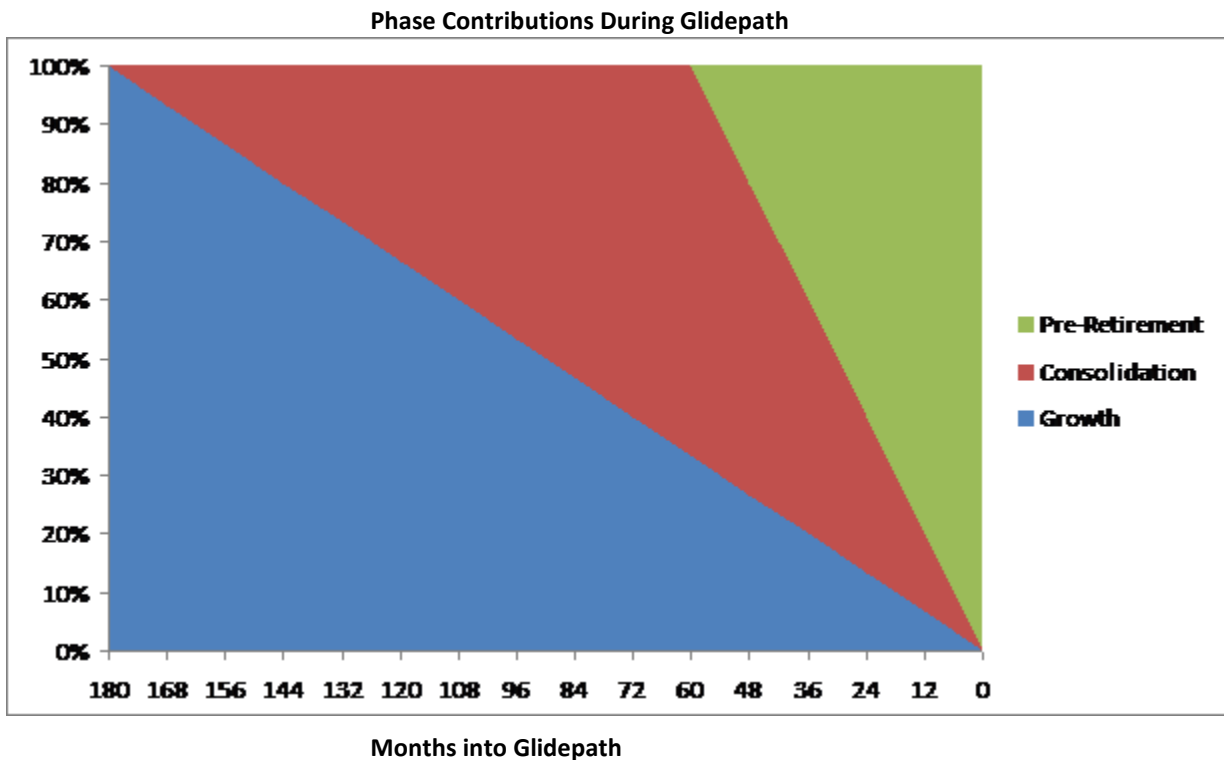
The chart below shows how your investments would gradually move from Growth funds, through Consolidation and into the Pre-Retirement funds at TRA. Your investments are reviewed each year and changed to ensure the proportions are correct. The changes are done automatically and without cost.

The table below shows the funds in each section:

Funds in each section					
Growth*		Consolidation		Pre-Retirement	
Fund	Weight	Fund	Weight	Fund	Weight
UK Gilts All Stocks Tracker	12.00%				
Corporate Bond Index All Stocks	4.00%	UK Gilts All Stocks Tracker	30.00%	Cash	100%
Over 5 Years Index Linked Gilt Index	4.00%	Corporate Bond Index All Stocks	40.00%		
UK Equity Index	35.00%	UK Equity Index	30.00%		
World (Ex UK) Equity Index	45.00%				

\*The Growth funds are mainly invested in equities (stocks and shares) and as a result carry a greater risk. This can result in a higher investment return but also loss if the markets drop.

The diagram below shows how your investments are moved as you approach TRA:



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## What is the Balanced strategy?

When you are 10 years or more from your target retirement age (TRA), your fund will be invested in the Growth funds listed below:

- 5% UK Gilts All Stocks Tracker
- 5% Corporate Bond Index – All Stocks
- 20% UK Equity Index and
- 70% World (ex UK) Equity Index

Between 10 years from TRA and your TRA, your fund and future contributions will be gradually changed to the Consolidation and Pre-Retirement funds (see table overleaf).

In the 4 years leading up to your TRA, your fund will move towards being invested entirely in the Pre-Retirement fund by TRA as shown below:

- 100% Cash fund

The chart below shows how your investments would gradually move from Growth funds, through Consolidation and into the Pre-Retirement funds at TRA. Your investments are reviewed each year and changed to ensure the proportions are correct. The changes are done automatically and without cost.

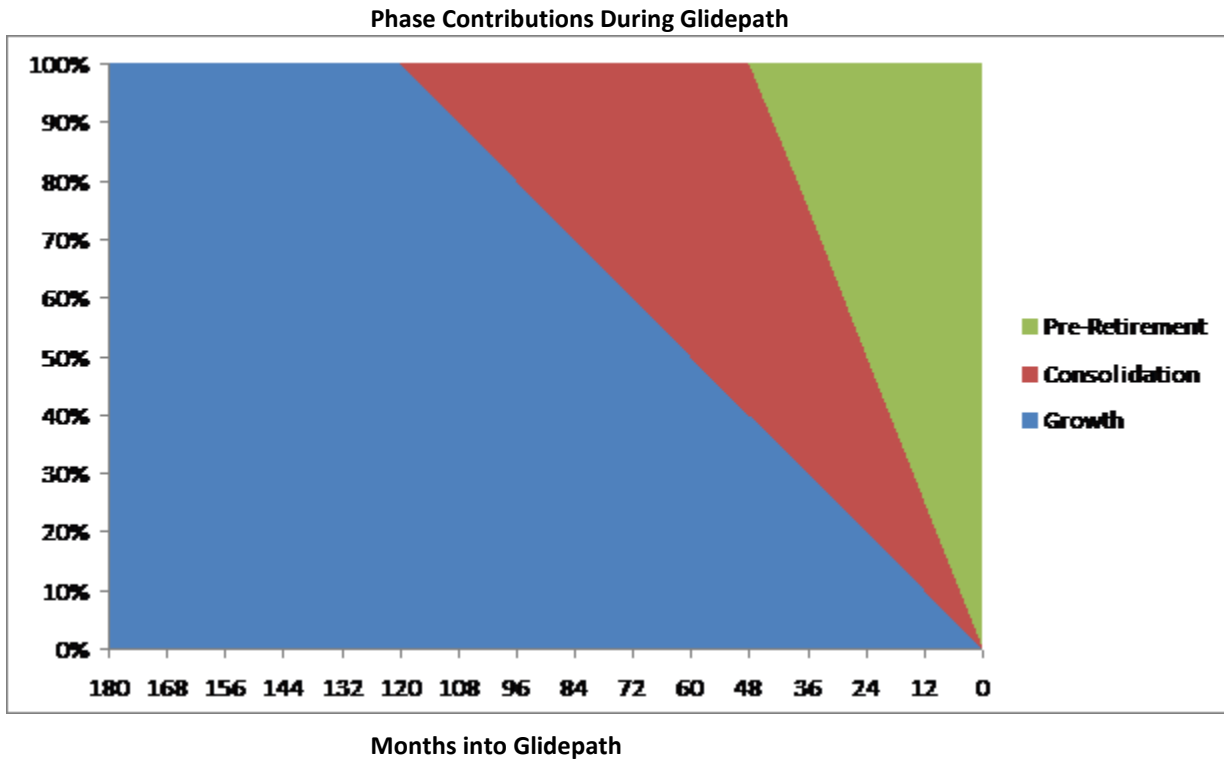
The table below shows the funds in each section:

Funds in each section					
Growth*		Consolidation		Pre-Retirement	
Fund	Weight	Fund	Weight	Fund	Weight
UK Gilts All Stocks Tracker	5%	UK Gilts All Stocks Tracker	10%	Cash	100%
Corporate Bond Index All Stocks	5%	Corporate Bond Index All Stocks	20%		
UK Equity Index	20%	UK Equity Index	50%		
World (Ex UK) Equity Index	70%	World (Ex UK) Equity Index	20%		

*\*The Growth funds are mainly invested in equities (stocks and shares) and as a result carry a greater risk. This can result in a higher investment return but also loss if the markets drop.*

# Investment Choices

The diagram below shows how your investments are moved as you approach TRA:



## If your fund is invested in Lifestyle

You can change your TRA from the current default age as shown in your Employer Fact Sheet to an age between 55 and 75 free of administration charges. You can also change from Lifestyle to Freestyle by completing the Investment Changes form available on the Master Trust website.

## Can I select the Lifestyle strategy not selected for my Employer?

No. The Trustee takes investment advice when selecting the Lifestyle strategy for each Employer, therefore you can only choose the Lifestyle strategy detailed on your Employer's Fact Sheet. If you wish to select any investments other this, then you may wish to consider the Freestyle investment path.

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## Freestyle - Factsheet

### How does Freestyle work?

Freestyle gives you investment flexibility and the ability to make your own investment decisions.

If you choose this route, you will make your own investment choices.

You can choose to invest in any of the funds available or just use a single fund as you prefer. This means that you can tailor your investment choices to suit personal circumstances and how much risk you are prepared to take. It also means that you will be responsible for deciding when, or if, you need to change how your benefits are invested in the future.

### What are the fund choices?

The main funds available are:

Fund name	Invests in	Asset Class	Investment style
Cash	Deposit & Treasury	Cash	Active
Blackrock Aquila Corporate Bond Index – All Stocks	Sterling Corporate Bond	Bonds	Passive
Blackrock Aquila Over 15 Years Corporate Bond Index	Sterling Long Bond	Bonds	Passive
Blackrock Aquila Over 15 Years UK Gilt Index	Sterling Long Bond	Bonds	Passive
UK Gilts All Stocks Tracker	UK Gilt	Bonds	Passive
Blackrock Aquila Over 5 Years UK Index - Linked Gilt Index	UK Index-Linked Gilts	Bonds	Passive
Blackrock Aquila World (ex UK) Equity Index	Global Equities	Equities	Passive
Blackrock Aquila UK Equity Index	UK All Companies	Equities	Passive

The additional funds available are:

Fund name	Annual Management Charge (AMC)
Blackrock Aquila Pacific Rim Equity	0.75%
Blackrock Aquila Japanese Equity	0.75%
Blackrock Aquila US Equity	0.75%
Blackrock Aquila European Equity	0.75%
Blackrock Emerging Markets Equity Tracker	0.75%
Blackrock Balanced Passive	0.75%
LGIM Pre-Retirement	0.80%
Blackrock Aquila ALMA	0.95%
Distribution	0.75%
HSBC Amanah	1.05%
M&G Property Portfolio	1.45%
Aegon MI Savings Low	0.90%
Aegon MI Savings Medium	0.90%
Aegon MI Savings High	0.90%
Ethical	1.05%
M&G Recovery	1.45%

### If your fund is invested in Freestyle

You can switch to Lifestyle by selecting a TRA between age 55 and 75 or other Freestyle fund(s) free of administration charges. You can also change from Lifestyle to Freestyle by completing the Investment Changes form available on the website.