

# EQUITY PENSION SCHEME

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## YOUR QUESTIONS ANSWERED



Presented by



Administered by





## WHO WE ARE

**Hencilla Canworth Ltd (First Act) is the appointed Insurance Intermediary to both Equity and the Musicians' Union.**

The earliest of these appointments date back to 1995 and in that time we have established insurance products for members and non-members alike.

Depending on your membership status you can have access to the following:

- Equity Pension Scheme \*
- Public Liability Insurance
- Backstage & Accident Cover
- Tax Investigation Cover \*
- Motor, Buildings and Household Insurance \*
- Independent Financial Advisory Service \*

\* Union Membership NOT required

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# YOUR QUESTIONS ANSWERED...



## Q1. What type of pension is the EPS?

It is a Personal Pension Plan which is a Qualifying Workplace Pension Scheme.

## Q2. What is a Personal Pension Plan?

It is an investment vehicle, with the primary purpose of building a capital sum to provide retirement benefits.

## Q3. Who manages the EPS?

**First Act** – the Scheme Administrators, your point of contact

**AVIVA** – the Product Provider

## Q4. Why First Act & AVIVA?

First Act is Equity's appointed Insurance Adviser and an Independent Insurance Intermediary. AVIVA is one of the largest pension providers in the UK.

## Q5. How can the EPS work for me?

1. You can benefit from contract related contributions
2. You can make personal regular contributions
3. You can make one-off payments

Contract related contributions are deducted directly from your salary by the Production Company. You do not have to be an Equity member to join the EPS.

## Q6. How do I join?

### OPTION ONE - ON LINE

Go to [www.firstact.co.uk](http://www.firstact.co.uk) and follow the 'Join the EPS' link.

### OPTION TWO - BY TELEPHONE

Contact First Act on **020 8686 5050**.

### OPTION THREE - BY POST

Download, complete and return the personal information form.

Once you have joined you will receive your personal EPS Membership Number.

## Q7. Where is my money invested?

Initially you will be in the AVIVA Mixed Investment (0-35% Shares) Pension Fund Series 6. However, there is a wide range of funds available and these can be viewed at [www.aviva.co.uk/pension-essentials](http://www.aviva.co.uk/pension-essentials)

## Q8. I already have another personal pension

This is fine, you can have as many Personal Pensions as you like. You could consider consolidating your pensions. First Act offer a review at £75.00 per plan.

## Q9. When can I benefit from my EPS?

Currently at any age between 55 – 75.

## Q10. If I die before I retire?

100% of your fund is paid tax free to your estate or nominated beneficiaries.

## Q11. How will Production Companies' contributions affect my Income Tax?

As they are treated as an enhancement to your salary they will form part of your gross income and will be subject to income tax. However, when the contributions are paid into your EPS they will receive tax relief at source.

## Q12. Should I detail contributions on my Tax Return?

We recommend that you do. A schedule of contributions can be obtained from First Act.

## Q13. What is Auto-enrolment – could it affect me?

Yes, it definitely could – [Click here](#) for details.

## Q14. What are the charges on the EPS?

[Click here](#) for a sample illustration.

## How to complain

If you have any complaints regarding the EPS please write to:  
Hencilla Canworth Ltd (First Act), Simpson House, 6 Cherry Orchard Road, Croydon CR9 6AZ.  
email: [eps@firstact.co.uk](mailto:eps@firstact.co.uk) or Telephone: 020 8686 5050.

If you have any questions or doubts regarding the EPS you should seek our expert advice. Because this investment may go down as well as up, you may not get back the full amount invested. Levels and bases of; and reliefs from taxation; are subject to change and depend upon the individual's personal financial situation.

First Act is a trading name of Hencilla Canworth Ltd. Registered in England. No. 1593283.

Hencilla Canworth Ltd is authorised and regulated by the Financial Conduct Authority. 226263.

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a member of the canworth group

# THEATRE CONTRACTS

## - HOW THE EPS WORKS IN THEATRE



As an EPS member you benefit from a contribution paid by your employers, equal to a percentage of your engagement fee. Details of these and the participating employers are shown opposite.

To qualify, you agree to make a contribution from your weekly fee. Again details are shown opposite.

The employer contribution is added to your salary and then deducted together with your personal contributions.

There is no need for a direct debit or chance of spending the contributions by mistake as both yours and the employer contributions are sent directly by the employer to First Act, for investment on your behalf.

Once with AVIVA, basic rate tax relief is added.

### A theatre example (SOLT) based on a fee of £500.00 per week

Your contribution	£12.50 per week
Manager Contribution	£25.00 per week
Total Net Contribution	£162.50 per month
<b>Total Gross Contribution</b>	<b>£203.12 per month</b>

Over a month, you would have paid approximately £50.00, but a monthly investment of **£203.12** is achieved.

## THEATRICAL EMPLOYERS CONTRIBUTING TO THE EPS

### West End Managers (SOLT), Disney (UK) Theatrical & The Globe

The Manager will contribute an amount equal to 5% of your fee. After two years continual employment with the same Manager this increases to 7.5% and 10% after five.

2.5% personal contribution, rising to 3.75% and 5%.

### Subsidised Repertory UK Theatre

The Manager will contribute an amount equal to 3% of your fee.

2% personal contribution.

### Commercial UK Theatre

The Manager will contribute an amount equal to 5% of your fee.

2.5% personal contribution.

### Royal National Theatre

The RNT will contribute an amount equal to 4.5% of your fee.

3.5% personal contribution (4.5% from 2016).

### Royal Shakespeare Company

The RSC will contribute an amount equal to 5% of your fee.

2.5% personal contribution.

# TV, RADIO & FILM CONTRACTS

## - HOW THE EPS WORKS IN TV



Basically, the same as for theatre, but your contributions will be based on either your episode fee or weekly fee, whichever basis brings you the most benefit.

### A television example based on a fee of £1,000.00

Your contribution	£25.00
Manager Contribution	£50.00
Total Net Contribution	£75.00
<b>Total Gross Contribution</b>	<b>£93.75</b>

You would have paid £25.00, but an investment of **£93.75** is achieved.

## TV, FILM & RADIO EMPLOYERS CONTRIBUTING TO THE EPS

### Television Production Companies

BBC television and ITV companies will contribute an amount equal to 5% of your engagement/episode fee or weekly equivalent up to a maximum of 5% of 3 x the current minimum engagement fee\*.

2.5% personal contribution.

PACT and TAC Independent TV Production companies will contribute an amount equal to 5% subject to a maximum per engagement/weekly/episode fee\*

2.5% personal contribution.

### Film

UK Film production companies will contribute an amount equal to 6% of your engagement fee subject to a reviewable maximum\*.

3% personal contribution.

### Radio

BBC Radio will contribute an amount equal to 5% of your engagement/weekly/episode fee.

2.5% personal contribution.

**It is the responsibility of the Artist to notify the Producer prior to the engagement that they are a member of the pension scheme and to provide their pension membership number in the space provided in the form of engagement.**

\* For details of the current contribution caps please contact Andrew Barker at First Act 020 8686 5050 or eps@firstact.co.uk

# HOW TO JOIN THE EPS

To join the EPS [Click here](#) to download the **PERSONAL INFORMATION FORM** (as an interactive pdf), fill it out and click **submit form** and it will be sent directly to us via email.

Alternatively you can print out the form, complete it by hand and return by post to: Hencilla Canworth Ltd (First Act), Simpson House, 6 Cherry Orchard Road, Croydon CR9 6AZ. Or fax to 020 8686 5559.

You can also join simply by calling us on **020 8686 5050**.

**JOIN THE EQUITY PENSION SCHEME**  
- PERSONAL INFORMATION FORM [Submit form](#)

Please fill in the form below and click the **Submit form** button above and it can be sent directly to us via email.  
Alternatively you can print out this form, complete it by hand and return by post to: Hencilla Canworth Ltd (First Act), Simpson House, 6 Cherry Orchard Road, Croydon CR9 6AZ. Or fax to 020 8686 5559.  
You can also join simply by calling us on **020 8686 5050** and supplying us with information verbally.

MR / MRS / MISS / MS / OTHER \_\_\_\_\_  
SURNAME \_\_\_\_\_  
FIRST NAMES \_\_\_\_\_  
PROFESSIONAL NAME (if different) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
POST CODE \_\_\_\_\_  
HOME TEL \_\_\_\_\_  
MOBILE \_\_\_\_\_  
email \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_  
NATIONAL INSURANCE NUMBER \_\_\_\_\_  
OCCUPATION \_\_\_\_\_

If you have any queries please contact Andrew Barker of First Act on 020 8686 5050 or email: [andrew.barker@firstact.co.uk](mailto:andrew.barker@firstact.co.uk)

**Hencilla Canworth Ltd (First Act)**  
Simpson House, 6 Cherry Orchard Road, Croydon CR9 6AZ  
Tel: 020 8686 5050 email: [eps@firstact.co.uk](mailto:eps@firstact.co.uk)

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V.1/07/2014

# EXISTING PENSION ARRANGEMENTS



You may have existing pension arrangements with other pension providers. Your membership of the EPS will not affect these.

However, you may wish to have these other arrangements reviewed to make sure that they are working for you to the best of their ability.

We are able to review these plans on your behalf and report back to you with our findings in a clear and concise manner.

**This review is offered at a cost of £75.00 for each plan we review.**

All you need to do is [Click here](#) to download the **LETTER OF AUTHORITY**, complete it and send together with your cheque for the relevant amount to the address opposite. The cheque is to be drawn in favour of Hencilla Canworth Ltd (First Act).

If you prefer to pay by debit or credit card please call us on 020 8686 5050 before you return the Authority to make your payment.

Upon receipt of the completed Authority and payment, we shall commence our research and report back to you with our findings at the earliest opportunity.

Please be aware that the review can take up to eight weeks to complete.

‘We are able to review your existing pension arrangements to make sure that they are working for you to the best of their ability and report back to you with our findings.’

# CONTACT US

If you have any queries please contact:

**Andrew Barker**

Administration / Technical & Contributions

Tel: 020 8686 5050

email: [andrew.barker@firstact.co.uk](mailto:andrew.barker@firstact.co.uk)

**David Pollard**

Independent Financial Adviser

email: [david.pollard@firstact.co.uk](mailto:david.pollard@firstact.co.uk)

**David Flood**

Independent Financial Adviser

email: [david.flood@firstact.co.uk](mailto:david.flood@firstact.co.uk)

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INVESTOR IN PEOPLE

Hencilla Canworth Ltd (First Act)  
Simpson House  
6 Cherry Orchard Road  
Croydon CR9 6AZ

**Tel:** 020 8686 5050 **email:** [eps@firstact.co.uk](mailto:eps@firstact.co.uk)

**[www.firstact.co.uk](http://www.firstact.co.uk)**

**first act**  
a trading name of **hencilla canworth**

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