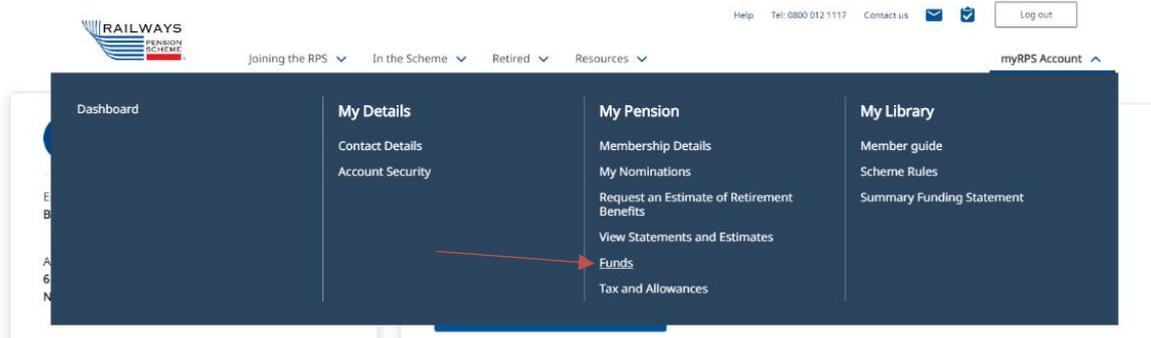


Frequently Asked Questions

Switching BRASS holdings

After logging into the member portal, the switch process is available on the 'Funds' page. There will also be a link below the BRASS information displayed on the dashboard.



The 'Funds' page will display the overall fund value, as well as current holdings & future investment choices.

Manage Funds

It's important to regularly review any investment funds you may have (either if you're a member of the IWDC Section or if you pay Additional Voluntary Contributions, such as BRASS) and make sure they're still suitable for you and for your retirement plans. You can check your funds below and switch them if you wish.

You can also view the prices and performance charts for the funds to track their recent performance.

 Your overall fund value: **£51,219.12** Updated: 30/11/2020

 The fund value shown is based on the most recent unit price uploaded to the website and will not be the actual value on that day. There may be circumstances in which daily trading needs to be suspended in order to protect members' benefits.

Scheme Holdings

[View your current holdings](#)

Your current holdings can be found below.

Fund Name	Units Held	Latest Price	Latest Unit Value	Holdings
Self Select Funds				
Deposit Fund	4997.23614	£10.24949	£51,219.12	100.00% 

[View your future investment choices](#)

Your future investment choices can be found below.

The buttons to initiate the switch process are located under these sections.

For **Active** members 'Manage Current Funds', 'Manage Future Funds' and 'Manage Current & Future Funds' will be available.
For **Preserved** members only 'Manage Current Funds' will be available.

Fund Name	Holdings
Self Select Funds	
Global Equity Fund	40.00%
Long Term Growth Fund	60.00%

Manage your holdings

If you would like to make any change to the funds you're invested in, you can do so by selecting the button below.

! If you already have a switch funds case in progress, please wait for it to be completed before managing your funds again.

[Manage current funds](#) [Manage future funds](#) [Manage current & future funds](#)

Manage current funds

Manage my funds Cancel X

It's important to regularly review your fund choices and make sure they're still suitable for you. You can manage your funds below.

1 Manage your current holdings 2 Review 3 Confirmation

Manage your current holdings

Manage your current Lifestyle strategy

You can manage your current Lifestyle strategy, and read more about the two Lifestyle strategies available, below.

! You can only invest in **ONE** Lifestyle strategy.
If you are currently invested in a Lifestyle strategy and you have chosen to switch to a different one, your future allocation will be automatically updated to be the new chosen Lifestyle strategy, in line with the Scheme rules (as preserved members cannot manage future holdings, this does not apply to preserved members).

Managing your Lifestyle strategy

[Continue](#) [Cancel](#) Total fund percentage: **100%**

The lifestyle funds are displayed first, this includes information on the current holdings with a 'New holding' column that can be updated with a new % share.

You can manage your current Lifestyle strategy, and read more about the two Lifestyle strategies available, below.

! You can only invest in **ONE** Lifestyle strategy.

If you are currently invested in a Lifestyle strategy and you have chosen to switch to a different one, your future allocation will be automatically updated to be the new chosen Lifestyle strategy, in line with the Scheme rules (as preserved members cannot manage future holdings, this does not apply to preserved members).



Managing your Lifestyle strategy

With a Lifestyle strategy, your investment switches are managed for you.

[Read More](#)

Fund Name	Units Held	Latest Value	Current Holding	New Holding
BRASS Global Equity Lifestyle	0	£0.00	0.00%	<div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Select</div> ▼
BRASS Long Term Growth Lifestyle	0	£0.00	0.00%	<div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Select</div> ▼

[Continue](#) [Cancel](#)
Total fund percentage: ✔ 100%

If a lifestyle fund has been selected, there will be the option to amend the Target Retirement Age below (the current TRA will be displayed and does **not** have to be changed to proceed).

Choose Target Retirement Age

You can choose to change your Target Retirement Age below.

If you decide to invest in a Lifestyle strategy, you will need to tell us your Target Retirement Age (TRA). This is the age at which you intend to retire. This is because Lifestyle strategies gradually switch your investments to less risky funds as you approach retirement. You can change your TRA at any time.

! RPMi recommends that you consider speaking to an Independent Financial Adviser (IFA) before making any decisions about your investments. You can find a list of IFAs in your area at www.unbiased.co.uk.

Your Target Retirement Age is:

60

55 75

If there is no lifestyle fund selected, the below message will be displayed.

Choose Target Retirement Age

You can update your Target Retirement Age (TRA) below.

If you decide to invest in a Lifestyle strategy, you will need to tell us your Target Retirement Age (TRA). This is the age at which you intend to retire. This is because Lifestyle strategies gradually switch your investments to less risky funds as you approach retirement. You can change your TRA at any time.

! RPMi recommends that you consider speaking to an independent financial adviser (IFA) before making any decisions about your investments. You can find a list of IFAs in your area at www.unbiased.co.uk.

You only need to provide a Target Retirement Age (TRA) if you invest in a Lifestyle strategy.

The self-select funds are displayed further down the page.

Manage your current self-select funds

You can manage your current self-select funds below.

Fund Name	Units Held	Latest Value	Current Holding	New Holding
Deposit Fund	4997.23614	£51,219.12	100.00%	<input type="text" value="100"/> %
Index-Linked and Global Bond Fund	0	£0.00	0.00%	<input type="button" value="Select"/>
Long Term Growth Fund	0	£0.00	0.00%	<input type="button" value="Select"/>
Global Equity Fund	0	£0.00	0.00%	<input type="button" value="Select"/>
Aggregate Bond Fund	0	£0.00	0.00%	<input type="button" value="Select"/>

Update the relevant 'New holding' fields with the new share %. To select a new fund click the 'Select' button and enter the %, to remove all holdings from a fund click the 'X'.

Manage your current self-select funds

You can manage your current self-select funds below.

Fund Name	Units Held	Latest Value	Current Holding	New Holding
Deposit Fund	4997.23614	£51,219.12	100.00%	<input type="text" value="90"/> %
Index-Linked and Global Bond Fund	0	£0.00	0.00%	<input type="button" value="Select"/>
Long Term Growth Fund	0	£0.00	0.00%	<input type="text" value="10"/> %
Global Equity Fund	0	£0.00	0.00%	<input type="button" value="Select"/>
Aggregate Bond Fund	0	£0.00	0.00%	<input type="button" value="Select"/>

Frequently-asked questions

Is the price shown on the website today's price?

Total fund percentage: ✔ 100%

The total fund percentage must equal 100% across lifestyle and self-select funds before proceeding.

The 'Review' screen displays the new proposed fund holdings.

 **Manage my funds**
It's important to regularly review your fund choices and make sure they're still suitable for you. You can manage your funds below.

Manage your current holdings **Review** Confirmation

[← Go back](#) **Review your switches**

Manage your current funds [Edit](#)

Please check your fund choices carefully below before confirming you are happy to proceed with the switch.

Fund Name	New Holdings
Self Select Funds	
Deposit Fund	90.00%
Long Term Growth Fund	10.00%

[Continue](#) [Cancel](#)

The confirmation box must be ticked before being able to proceed.

Manage your current funds [Edit](#)

Please check your fund choices carefully below before confirming you are happy to proceed with the switch.

Fund Name	New Holdings
Self Select Funds	
Deposit Fund	90.00%
Long Term Growth Fund	10.00%

I confirm that I wish my current Scheme holdings and/or my current AVCs to be changed to reflect my selection as shown. I understand that the unit price available on the day the instruction is actioned will be used and that RPMI typically aims to action instructions within 5 working days. I agree with the Terms and Conditions & Privacy Policy.

Please note that if a contribution to your Fund is being made at the time you make this request, the change to your holdings may not be actioned, until the contribution has been processed.

Your wishes will usually be reflected in your myRPS account within 10 working days. However there are circumstances when it may take longer. In particular, if you are invested in the Pension Assured Fund (PAF) and request changes to your investments, this will take longer to process.

Please be aware that members over age 53 and 11 months cannot keep investments in the Pension Assured Fund if they request any changes to their investments.

[Continue](#) [Cancel](#)

After submitting the request, a case ID is generated, this can also be viewed on the 'Cases' tab of the portal inbox.



Manage my funds

It's important to regularly review your fund choices and make sure they're still suitable for you. You can manage your funds below.

✓ Manage your current holdings
✓ Review
3 Confirmation

Thank you. We have received your request to manage your funds. Your wishes will usually be reflected in your myRPS account within 10 working days. However there are circumstances when it may take longer. In particular, if you are invested in the Pension Assured Fund (PAF) and request changes to your investments, this will take longer to process.

Your reference number is: CAS-02215398.

[Close and return](#)

After initial processing, the holdings on the 'Funds' page will be updated to reflect the switch request. As per the message on the previous screenshot, the actual switch can take up to 10 working days, once the switch is fully complete the 'Funds' page values will be updated again.

Manage Funds

It's important to regularly review any investment funds you may have (either if you're a member of the IWDC Section or if you pay Additional Voluntary Contributions, such as BRASS) and make sure they're still suitable for you and for your retirement plans. You can check your funds below and switch them if you wish.

You can also view the prices and performance charts for the funds to track their recent performance.



Your overall fund value: **£51,247.94**

Updated: 01/12/2020

i The fund value shown is based on the most recent unit price uploaded to the website and will not be the actual value on that day. There may be circumstances in which daily trading needs to be suspended in order to protect members' benefits.

Scheme Holdings

>> View your current holdings

Your current holdings can be found below.

Fund Name	Units Held	Latest Price	Latest Unit Value	Holdings
Self Select Funds				
Long Term Growth Fund	282.49946	£18.22998	£5,149.96	10.05% ▼
Deposit Fund	4497.51253	£10.24966	£46,097.98	89.95% ▼

Manage Future Funds (Active members only)

Managing future funds follows the same format. The lifestyle funds are displayed first.

Manage your future Lifestyle strategy

You can manage your future Lifestyle strategy, and find out more about the two Lifestyle strategies available, below.

You can only invest in ONE Lifestyle strategy.



Managing your Lifestyle strategy

With a Lifestyle strategy, your investment switches are managed for you.

[Read More](#)

Fund Name	Risk	Current Holding	New Holding
BRASS Global Equity Lifestyle	Managed	0.00%	<input type="button" value="Select"/>
BRASS Long Term Growth Lifestyle	Managed	0.00%	<input type="button" value="Select"/>

Total fund percentage: ✔ 100%

Changes are made in the 'New Holding' column.

You can manage your future Lifestyle strategy, and find out more about the two Lifestyle strategies available, below.

You can only invest in ONE Lifestyle strategy.



Managing your Lifestyle strategy

With a Lifestyle strategy, your investment switches are managed for you.

[Read More](#)

Fund Name	Risk	Current Holding	New Holding
BRASS Global Equity Lifestyle	Managed	0.00%	<input type="text" value="100"/> %
BRASS Long Term Growth Lifestyle	Managed	0.00%	<input type="button" value="Select"/>

Total fund percentage: ✘ 200%

When a lifestyle is selected the target retirement age will be available to amend.

Choose Target Retirement Age
You can choose to change your Target Retirement Age below.

If you decide to invest in a Lifestyle strategy, you will need to tell us your Target Retirement Age (TRA). This is the age at which you intend to retire. This is because Lifestyle strategies gradually switch your investments to less risky funds as you approach retirement. You can change your TRA at any time.

Your Target Retirement Age is:
60

55 75

Manage your future self-select funds
You can manage your current self-select funds below.

[Continue](#) [Cancel](#) Total fund percentage: 200%

The self-select funds are displayed further down the page.

Manage your future self-select funds
You can manage your current self-select funds below.

Fund Name	Risk	Current Holding	New Holding
Deposit Fund	Low	100.00%	<input type="text" value="100"/> %
Index-Linked and Global Bond Fund	Medium	0.00%	Select
Long Term Growth Fund	High	0.00%	Select
Global Equity Fund	High	0.00%	Select
Aggregate Bond Fund	Medium	0.00%	Select

Frequently-asked questions

Is the price shown on the website today's price?

[Continue](#) [Cancel](#) Total fund percentage: 200%

Any % changes are entered in the 'New Holding' column.

Manage your future self-select funds

You can manage your current self-select funds below.

Fund Name	Risk	Current Holding	New Holding
Deposit Fund	Low	100.00%	Select
Index-Linked and Global Bond Fund	Medium	0.00%	Select
Long Term Growth Fund	High	0.00%	Select
Global Equity Fund	High	0.00%	Select
Aggregate Bond Fund	Medium	0.00%	Select

Frequently-asked questions

Is the price shown on the website today's price?

Ans: The website will state which day's price is being used for fund valuation.

[Continue](#) [Cancel](#) Total fund percentage: ✔ 100%

The proposed new holdings are displayed again on the 'Review' screen.

Manage your future holdings **Review** Confirmation

[Go back](#) **Review your switches**

Scheme Holdings

Manage your future funds [Edit](#)

Please check your fund choices carefully below before confirming you are happy to proceed with the switch.

Fund Name	New Holdings
Lifestyle Strategy	
BRASS Global Equity Lifestyle	100.00%
Self Select Funds	
Deposit Fund	0.00%

[Continue](#) [Cancel](#)

The confirmation box must be ticked before proceeding.

Manage your future funds Edit

Please check your fund choices carefully below before confirming you are happy to proceed with the switch.

Fund Name	New Holdings
Lifestyle Strategy	
BRASS Global Equity Lifestyle	100.00%
Self Select Funds	
Deposit Fund	0.00%

I confirm that I wish my future Scheme holdings and/or my future AVCs to be changed to reflect my selection as shown above. I understand that the unit price available on the day the instruction is actioned will be used and that RPMI typically aims to action instructions within 5 working days. I agree with the [Terms and Conditions](#) & [Privacy Policy](#).

Please note that if a contribution to your Fund is being made at the time you make this request, the change to your holdings may not be actioned, until the contribution has been processed.

Your wishes will usually be reflected in your myRPS account within 10 working days. However there are circumstances when it may take longer. In particular, if you are invested in the Pension Assured Fund (PAF) and request changes to your investments, this will take longer to process.

Please be aware that members over age 53 and 11 months cannot keep investments in the Pension Assured Fund if they request any changes to their investments.

[Continue](#) [Cancel](#)

The case ID is confirmed after the request has been successfully submitted.

Manage my funds

It's important to regularly review your fund choices and make sure they're still suitable for you. You can manage your funds below.

Manage your current holdings Review Confirmation

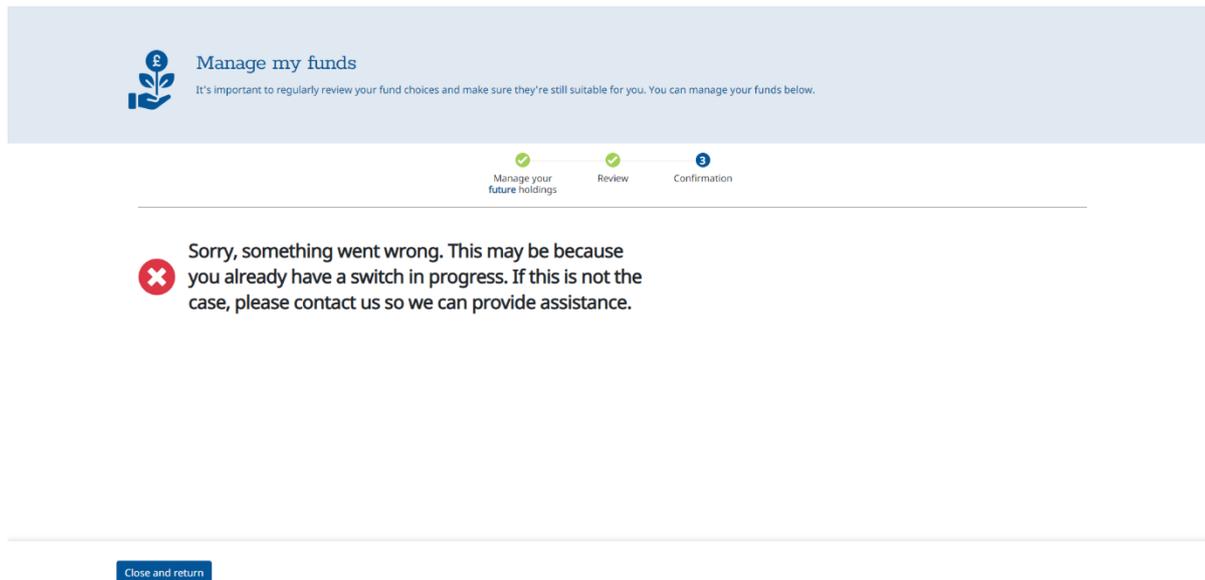
Thank you. We have received your request to manage your funds. Your wishes will usually be reflected in your myRPS account within 10 working days. However there are circumstances when it may take longer. In particular, if you are invested in the Pension Assured Fund (PAF) and request changes to your investments, this will take longer to process.

Your reference number is: CAS-02215398.

[Close and return](#)

Additional Notes

- As an **Active** member, if you wish to change both current and future share % you can click 'Manage Current & Future Funds'. This will take you through both sets of screens and you will receive two case IDs on the confirmation screen.
- You cannot submit another switch request while another is already in progress. If you do, you will be presented with the below error message.



The screenshot shows a light blue header with a leaf icon and the text "Manage my funds". Below this is a progress bar with three steps: "Manage your future holdings" (checked), "Review" (checked), and "Confirmation" (active). An error message is displayed below the progress bar, starting with a red 'X' icon. At the bottom of the screenshot is a "Close and return" button.

Manage my funds
It's important to regularly review your fund choices and make sure they're still suitable for you. You can manage your funds below.

Manage your future holdings Review Confirmation

X Sorry, something went wrong. This may be because you already have a switch in progress. If this is not the case, please contact us so we can provide assistance.

Close and return