

EMPLOYEE CHECKLIST - NEW JOINER


Welcome to your new pension plan. Please find below a tick list of things you need to do.

- Look out for your Welcome email for the Member Self-Service Portal (you may need to check your spam folder).
- Follow the instructions and register.
- Log on and update your Beneficiaries* (help guide on sovereignemployeebenefits.com knowledge hub).
- Log on and check your address and details are correct (update online).
- Read the Employee Booklet with information on your Plan.

*Confirm who you would like to receive the value of your account should you die. This can be several people such as a spouse and children.

NEED MORE INFORMATION?

Contact Sovereign at:  localpensions@SovereignGroup.com

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